Manual for

Acer s10 handheld

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Acer s10 handheld Manual
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NOTES

Record the device ID, serial number, purchase date, and place of purchase information in the space provided below. The serial number and device ID are recorded on the label affixed to your Acer s10 handheld. All correspondence concerning your unit should
include the serial number, device ID, and purchase information.

Acer s10 handheld

Device ID: _____

Serial Number: _____

Purchase Date: _____

Place of Purchase: _____

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About this Manual

Welcome to the Acer s10 handheld Manual. This Manual is designed to help you get up and running quickly on your new Acer s10. It describes all you need to know about how to use your Acer s10 as well as the applications and PC-end utilities that come with it.

This Manual shows you how to:

- Identify all the parts of your Acer s10
- View and enter data
- Use your Acer s10 with your computer
- Use the applications and PC-end utilities that came with your Acer s10
- Personalize your Acer s10 with your own preference settings

After you become familiar with the basic functionality of your Acer s10, you can use the rest of this Manual as a reference for less common tasks, for maintaining your handheld and also as a source of information if you have problems operating it.

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First things first

We would like to thank you for making Acer s10 your choice for your handheld needs. Your new sleek Acer s10 is packed with user-friendly applications and utilities designed to make organizing work-related information and synchronizing it with your personal activities a time-efficient task. We hope you enjoy using your Acer s10 as much as we enjoyed creating it for you.

Your guides

To help you use your Acer s10, we have designed a set of guides:

- First off, the **Just for Starters** poster helps you get started with setting up your Acer s10.
- This online **Acer s10 handheld Manual** introduces you to the many ways your Acer s10 can help you organize and manage both business and personal information so as to make your everyday activities a more productive and satisfying experience. This Manual provides clear and comprehensive information about your Acer s10, so read it thoroughly.
- The handy **Acer s10 handheld Quick guide** useful for taking a quick reference glance on your handheld's basic functionalities. Keep it in your desktop or in your backpack for easy access.
- A **Graffiti® pocket reference** card to remind you of the standard writing strokes of this powerful writing software.

For more information about our products, services, and support information, please visit our web site at http://www.acer.com/.

Package contents

Your Acer s10 comes packed in a carton box. Carefully unpack the box and remove the contents. If any of the following items are missing or damaged, contact your dealer immediately:

- Acer s10 handheld
- Cover
- Stylus
- Cradle
- AC adapter
- Earphone
- Acer s10 handheld Installation CD
- Just for Starters
- Acer s10 handheld Quick guide
- Graffiti pocket reference
- Warranty Agreement
- Accessories Catalogue
- Plug adapter (optional)

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Maintaining your Acer s10

This section provides information on the following:

- Proper care and usage of your Acer s10
- Resetting your Acer s10

Proper care and usage of your Acer s10

Your Acer s10 handheld's rugged and tough construction is designed to provide you with years of reliable and trouble-free service. Observing the following general maintenance procedures will help ensure this:

1. Take care not to scratch the screen of your Acer s10. Keep the screen clean. When working with your Acer s10, use the supplied stylus or plastic-tipped pens intended for use with touch-sensitive screens. Never use an actual pen or pencil or other sharp object on the screen surface.
2. Your Acer s10 is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your Acer s10 as you would a pocket calculator or other small electronic device.
3. Take care not to drop your Acer s10 or subject it to any strong impact. Do not place your Acer s10 in your back pocket; if you sit on it, you may damage it.
4. Protect your Acer s10 from temperature extremes. For example, do not leave your Acer s10 on the dashboard of a car on a hot day or on a day when temperatures are below the freezing point. Also, keep it away from heaters and other sources of heat.
5. Do not use or store your Acer s10 in any location that is extremely dusty, damp or wet.
6. Use a soft, damp cloth to clean your Acer s10. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with diluted window-cleaning solution.

Resetting your Acer s10

You may have to perform a reset if your Acer s10 no longer responds to the buttons on the screen.

Performing a soft reset

A soft reset allows your Acer s10 to get a fresh start, similar to rebooting a computer. All records and entries are retained after a soft reset.

To perform a soft reset, use the reset tip tool that is threaded into the head of your stylus, or use an unfolded paper clip (or similar object *without* a sharp tip).

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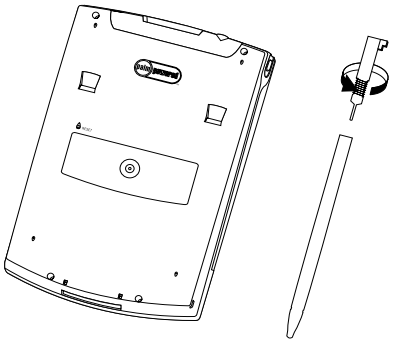
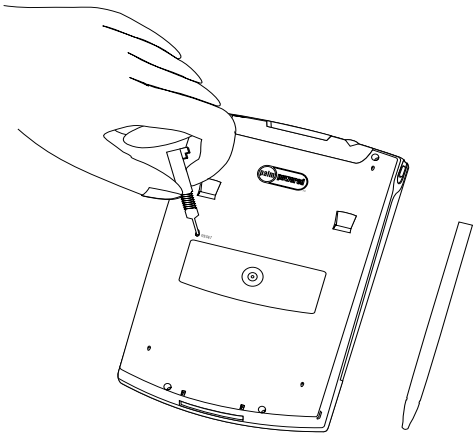
To perform a soft reset:

1 Turn the head of your stylus counterclockwise to reveal the reset tip tool threaded into it.



2 Using the reset tip tool, lightly press the reset button inside the hole on the rear panel of your Acer s10.



Performing a hard reset

A hard reset will erase all records and entries stored in your Acer s10. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next HotSync operation, you can restore any data that you previously synchronized to your computer. To perform a hard reset, do the following:

1 Hold down the power button on the front panel of your Acer s10.

2 While holding down the power button, use the reset tip tool to gently press and release the reset button.

3 When the Palm logo appears, release the power button.

4 A message will appear on the Acer s10 screen warning that all data stored on it is about to be erased, do one of the following:

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- Complete the hard reset by pressing the upper half of the scroll button on the front panel of your Acer s10. The Digitizer screen will appear.
- Press any other button to perform a soft reset.

NOTE: When you perform a hard reset, the current date and time are retained. Formats, preferences, and other settings are restored to their factory default settings.

Battery considerations

Please note the following considerations for the battery in your Acer s10.

- Under normal conditions, your Acer s10 battery should remain charged by placing it in the cradle for just a few minutes each day. You can conserve battery life by minimizing the use of the backlight feature and changing the the Auto-off setting that automatically turns off the handheld after a period of inactivity. For more information on the Auto-off setting, refer to "Setting the Auto-off interval time" on page 278.
- If the battery becomes low in the course of normal use, an alert appears on the Acer s10 screen indicating low battery status. If this alert appears, perform a HotSync operation to back up your data; then leave your handheld in the cradle to recharge the unit. This will prevent accidental data loss.
- If the battery drains to the point where your Acer s10 does not operate , it stores your data safely for about a week. In this case, there is enough residual energy in the battery to store the data, but not enough to turn on your handheld. If your Acer s10 does not turn on when you press the power button, you should recharge your unit immediately.
- If your battery drains and you have the unit in an uncharged state for an extended period of time, you can lose all the data stored in it.
- There are no serviceable parts inside your Acer s10 so do not attempt to open the unit.
- If you ever dispose of your Acer s10, please dispose it without damaging the environment. Take your handheld to the nearest environmental recycling center.

Assigning security options

Your Acer s10 includes a security application that lets you set options to protect entries from unauthorized users in a variety of ways:

The security application lets you:

- Mask or hide entries you have defined as private.
  - The Mask option displays a gray bar over private records.
  - The Hide option completely hides private records.
- Assign a password to viewing options to enhance security.
  - Assigning a password requires you to enter a password before private entries can be viewed.
  - Not assigning a password lets you view private entries when you Show Records from the Security dialog box.

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- Lock and turn off your Acer s10 so that a password must be entered before you can use the device again.
- Hide records that you have defined as private, with or without a password.
  - Without a password, private records are hidden until you set the Security application to display them.
  - With a password, you must enter the password to view the private entries.

For more information on how to set these security features, refer to "Security" on page 41.

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1 Getting started

With your Acer s10, you'll be able to successfully manage meetings and appointments, remember people's names and personal details, and keep track of all the items on your To Do List, both at work and at home. You could also use it as a handy audio recorder, a three-in-one clock and an .mp3 player (talk about versatility!).

This chapter discusses your Acer s10's basic functions, the physical and soft buttons, how to use HotSync® technology to synchronize (exchange and update) your handheld and Palm™ Desktop software. Once you familiarize yourself with these topics, you'll easily be able to do the following:

- Enter all your schedule details in the Date Book and view them by the day, week, or month, and even set an alarm to remind you of an important event
- Keep all your contact names, addresses, phone numbers, and other details in the Address Book, so you can find them as soon as you need them
- Add your tasks to the To Do List, prioritize them so you don't overlook them, and assign them a due date
- Ensure that you don't lose any of this important information simply by synchronizing your data with the Palm Desktop software on your computer to create a backup copy

System requirements

To install and operate Palm Desktop software on Windows, your computer system must meet the following requirements:

- IBM-compatible Pentium-class computer
- Windows 98, Windows Millennium Edition (Me), or Windows 2000
  For Windows 95 or Windows NT, a Serial sync cable is required, sold separately.
- 32 MB RAM (64 MB recommended))
- 30 MB available hard disk space
- Monitor displaying VGA resolution or better
- CD-ROM drive
- Mouse
- One available USB or serial port

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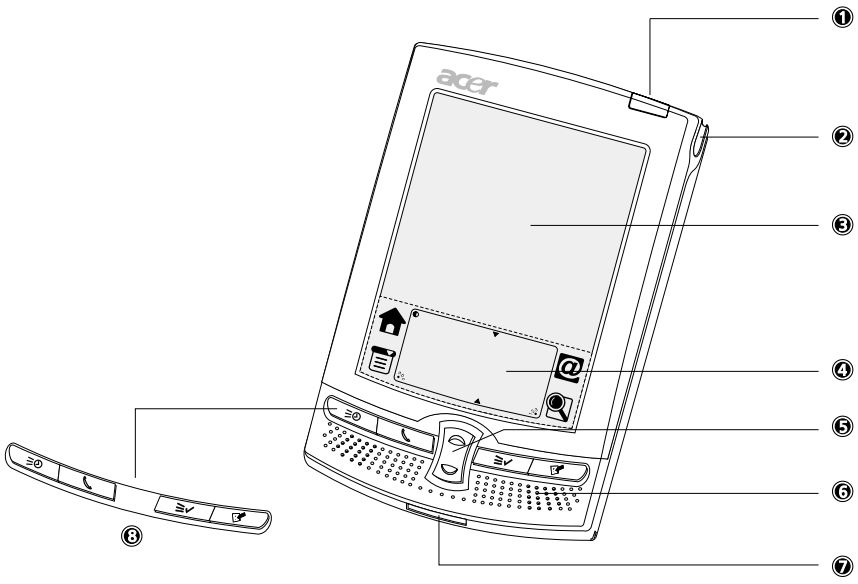
Acer s10 tour

Front panel

Your Acer s10's front panel consists of the following:



No.	Component	Description
1	Power button/ Backlight control/ LED indicator	As a power button, pressing turns your Acer s10 on (if it is off) and returns to the last screen that was displayed and off (if it is on). As a backlight control, activates the backlight to illuminate the screen in low-light conditions.
2	Stylus holder	Secures the stylus in your Acer s10. To use the stylus, remove it from its holder and hold it the same way you hold a pen or pencil.
3	LCD screen	Displays the applications and data stored in your Acer s10. It is touch-sensitive and responds to the stylus or your finger.
4	Graffiti writing area	Write letters and numbers in this area using the Graffiti alphabet.
5	Scroll button	Press up or down to display the text and other information that extends beyond the area of the LCD screen.
6	Internal speaker	Outputs sounds from your Acer s10.

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No.	Component	Description
7	Versatile connector	Connects your Acer s10 to the cradle, which in turn connects to the back of your computer and through the AC adapter to the wall current. This allows you to recharge your Acer s10 and perform HotSync operation. Also connects peripheral hardware devices, such as a keyboard, to your Acer s10.
8	Application buttons	Activates the basic applications that correspond to the icons marked on the buttons: (from left) Date Book, Address Book, To Do List, and Memo Pad. **NOTE:** Refer to "ShortCuts preferences" on page 294 for instructions on how to reassign these buttons to other applications on your Acer s10. If your Acer s10 is turned off, pressing any application button turns on the device and opens the corresponding application.

Using the backlight

If lighting conditions make it difficult for you to see the information on your Acer s10, use the backlight to illuminate your screen.

To activate the backlight:

- Press the power button and hold it down for about two seconds. Release the button when the backlight turns on.

TIP: You can assign the full-screen pen stroke to activate the backlight. Refer to "ShortCuts preferences" on page 294.

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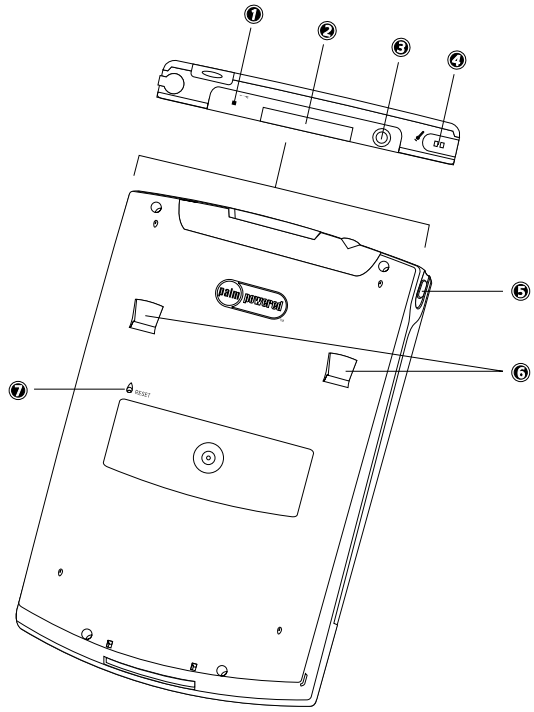
Rear panel

Your Acer s10's rear panel consists of the following:



No.	Label	Description
1	Infrared (IR) port	Uses infrared technology to transmit and receive data from other IR-enabled Palm OS handhelds and devices. You can also use it to perform IR HotSync operation.
2	*Memory Stick* slot	Accepts a *Memory Stick*, allowing you to add more memory, install add-on applications or use audio or text files stored in it for use with internal applications. You can also use it to back up data from your Acer s10.
3	Earphone jack	Connects to audio line-out devices (earphones/headphones)
4	Microphone	Inputs audio into your Acer s10.
5	Recorder Hot Button	Activates the Recording mode in Recorder.

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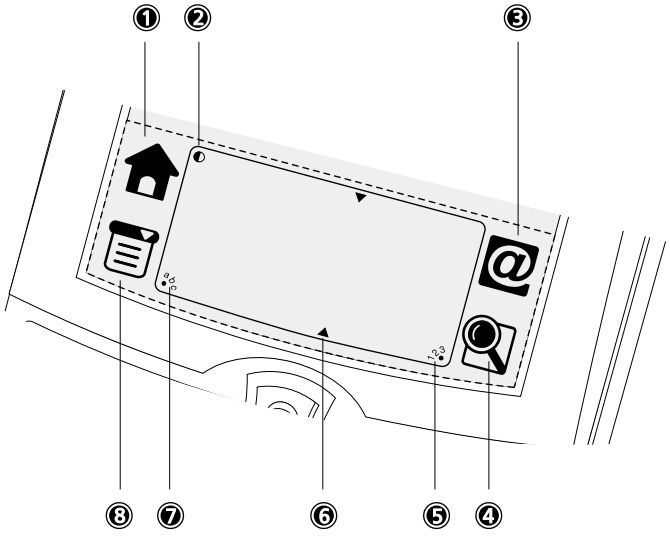
No.	Label	Description
6	Accessory slot	Holds your Acer s10's miscelleanous accessories.
7	Reset button	Press to perform a soft or hard reset on your Acer s10. Under normal conditions, you should not have to use this button. Refer to "Resetting your Acer s10" on page vi for more information.

Elements of the Acer s10 interface

Your Acer s10 interface consists of the following elements:



No.	Component	Description
1	Applications	Activates the Applications Launcher screen displaying icons for applications stored in both your Acer s10's internal memory and in a resident *Memory Stick*.
2	Contrast control	Displays the onscreen contrast control screen. You can adjust the control for the clearest screen display according to the lighting conditions or temperature of the environment where you use your Acer s10.
3	Service Launcher	Activates the Personal Service screen, displaying icons for applications included under the Service category of Applications Launcher.
4	Find	Activates the Find function enabling you search text in all available records starting with the records of the open application.
5	123	Activates the numeric keyboard when the dot is tapped; note that the cursor must be in an input field for this option to work.

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No.	Component	Description
6	Division mark	Divides the Graffiti writing area into the text area for letters and character strokes (left side) and the number area for number strokes (right side).
7	abc	Activates the alphabetic keyboard when the dot is tapped; note that the cursor must be in an input field for this option to work.
8	Menu	Activates the menu bar of an open application. (Not all applications have a menu bar.)

Using the onscreen contrast control

The onscreen contrast control further adjusts your screen illumination by changing the amount of contrast on the screen.

To adjust the contrast:

1 To display the Adjust Contrast screen, Tap the Contrast icon ◐ on the upper-left corner of the Graffiti writing area

2 Do one of the following:

- To change the contrast in small increments, tap to the left or right of the slider.
- To change the contrast in larger increments, drag the slider to the left or right.

TIP: You can also use the up and down scroll buttons on the front panel of your Acer s10 to adjust the contrast setting.

3 Tap Done.

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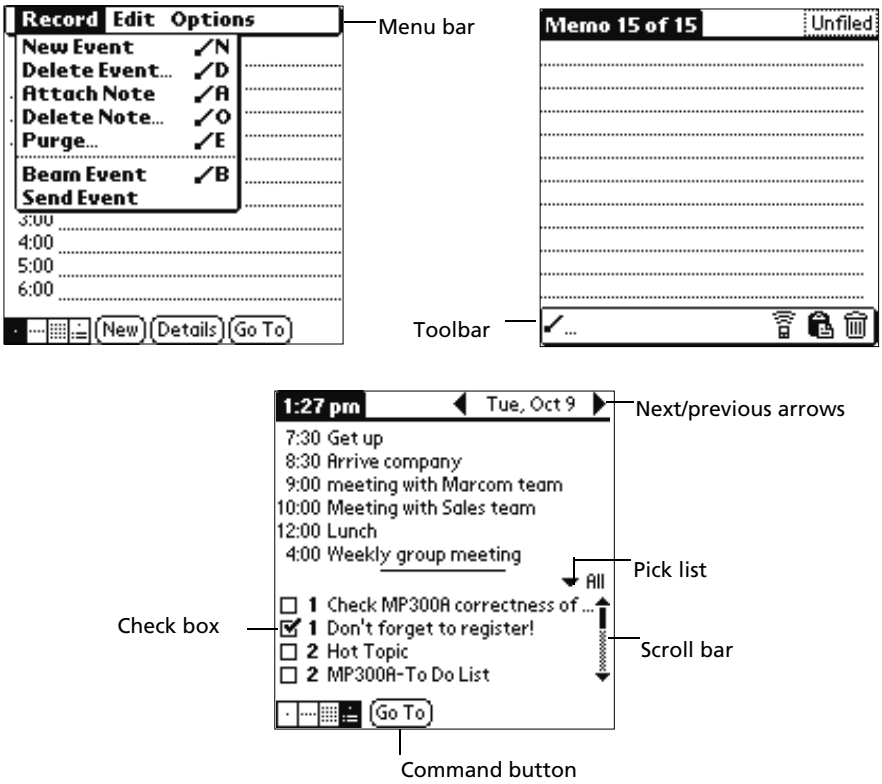
Command interface

Your Acer s10 command interface consists of easy-to-understand elements that will help you perform your tasks in the most efficient manner.



Element	Description
Menu bar	Contains a set of menu commands specific to the application. **NOTE:** Not all applications have a menu bar.
Toolbar	Let you tap icons to initiate a command instead of tapping a command in the menu bar or writing a Graffiti ShortCut. The icons displayed in the toolbar vary within each application.
Command buttons	Initiate a command when tapped. Command buttons appear in dialog boxes and at the bottom of application screens.
Check box	Indicates the status of the corresponding option. A check mark in a check box indicates that the option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.

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Element	Description
Pick list	Displays a list of choices. Tap the black inverted triangle next to the pick list name to display a list of choices, and then tap an item in the list to select it.
Scroll bar	Lets you move through long records. Tap and hold down the scroll bar slider to scroll through pages; tap the slider arrow at either end to move one line at a time. To scroll to the previous page, tap the scroll bar just above the slider; to scroll to the next page, tap the scroll bar just below the slider.
Next/previous arrows	Tap to display the previous and next page of information.

Preparing to use your Acer s10

Before you begin using your Acer s10, perform first the following easy installation tasks:

- Connect the cradle to your Acer s10 and then to your computer
- Charge your Acer s10
- Install the Palm Desktop software
- Set up your Acer s10

Connecting the cradle

The cradle that comes with your Acer s10 enables you to synchronize the information on your handheld with those in your Palm Desktop files using HotSync technology.

NOTE: The cradle that comes with your Acer s10 fits a USB connector. If your computer does not have a USB port, or if you are using Windows 95 or Windows NT, you should secure a Serial sync cable.

To connect the cradle:

1 Plug the cradle's USB connector into a USB port on your computer.

2 Connect the AC adapter cord to the power socket at the back of the cradle.

3 Plug the AC adapter into any AC current outlet.

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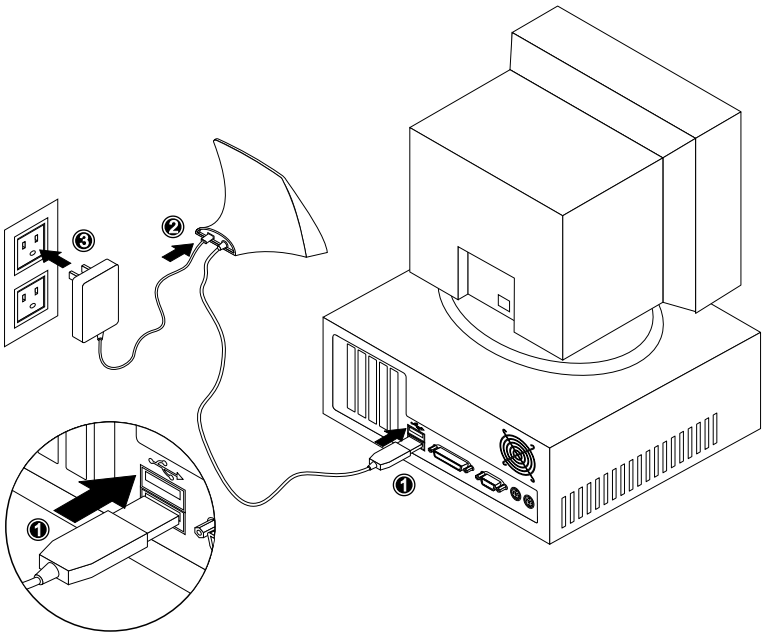


Charging your Acer s10

Your Acer s10 contains a Lithium-ion battery that is recharged each time you place your handheld in the cradle.

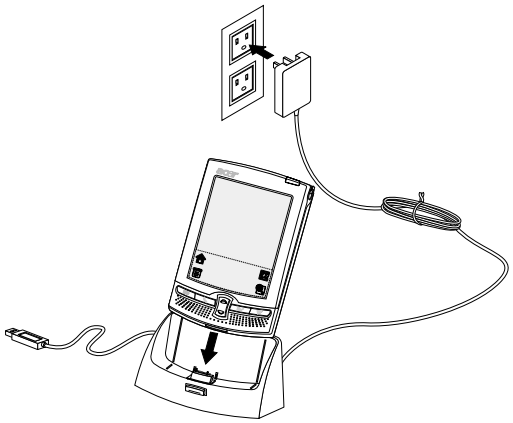
To charge your Acer s10:

There are two ways to charge your Acer s10:

- Charging with the cradle

  Connect the AC adapter connector to the power socket at the back of the cradle, then plug the other end of the AC adapter into any AC current outlet.

  Insert your Acer s10 into the cradle. The bottom edge of your Acer s10 should align smoothly with the cradle when it is inserted properly.



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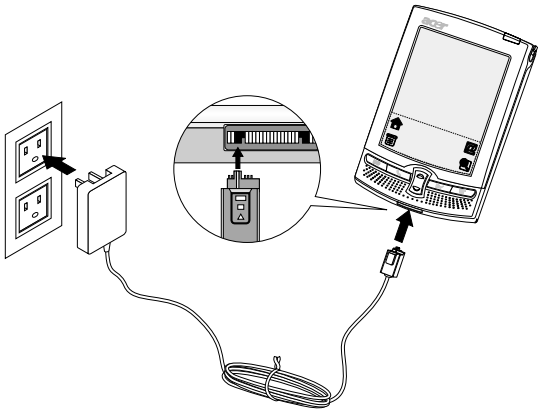
- Charging directly from the power supply
  Connect the AC adapter connector to the versatile connector of your Acer s10, then plug the other end of the AC adapter cord to an AC current outlet.



LED status during charging:

- Charging: LED indicator flashes green
- Charging complete: LED indicator steady green

For the initial charging, charge your Acer s10 for three hours before you use it. After that, you can charge it for a few minutes each day to recharge the battery to full capacity.

If the battery becomes low in the course of normal use, an alert appears on the Acer s10 screen indicating low battery status. If this alert appears, perform a HotSync operation to back up your data; then leave your Acer s10 in the cradle to recharge the unit.

If your Acer s10 shuts down (i.e., battery is completely drain out) you have about a week to recharge the battery before you lose all data on your handheld's internal memory.

Palm Desktop software

Palm Desktop software includes the same basic applications as your Acer s10: Date Book, Address Book, To Do List, Memo Pad and Expense. You can use the HotSync feature of this software to back up and exchange data between your Acer s10 and your computer.

It's a good idea to back up your data in case something happens to the data on your Acer s10. Changes you make on your Acer s10 or on your Palm Desktop software appear in both places after you synchronize.

With Palm Desktop software, you can do the following:

- Work with your Acer s10 applications on your computer.
- Install new applications on your Acer s10.

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- Back up the data stored on your Acer s10 with HotSync technology and synchronize it with the data on your Palm Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up-to-date.
- Import and export data, so you can easily transfer data from other desktop applications into any of your main applications.
- Print your Date Book, Address Book, To Do List, and Memo Pad information on any printer.

Installing Palm Desktop software

The main complementing function of the Palm Desktop software to your Acer s10 is its role in performing a HotSync operation so that information in your handheld and your computer remains synchronized with each other. This will also allow you to create backup data in case something happens to your Acer s10.

The following instructions tells you how to install the Palm Desktop software. After installation, refer to the Palm Desktop online Help for information on how to use the software.

Pre-installation instructions:

- Connect the cradle to your computer. Refer to "Connecting the cradle" on page 8 for instructions.
- Do not copy the Palm Desktop software files to your computer's hard disk. You must use the Acer s10 handheld Installation CD to place the files in their proper locations and to decompress the files.

To install Palm Desktop software:

1 Exit any open programs, including those that run at startup such as Microsoft® Office, and disable any virus-scanning software.

2 Insert the Acer s10 handheld Installation CD into the computer's CD-ROM drive.

3 On the menu screen, click Install Palm Desktop to display the Setup window.

Acer s10 handheld
installation CD v1.0
Palm Desktop Software allows you synchronize information between your Acer s10 handheld and personal computer, and also giving your Acer s10 new functionality by easily installing new applications on your Acer s10 using the HotSync function.
Install Palm Desktop
Install Supplementary Application
Manual
acer

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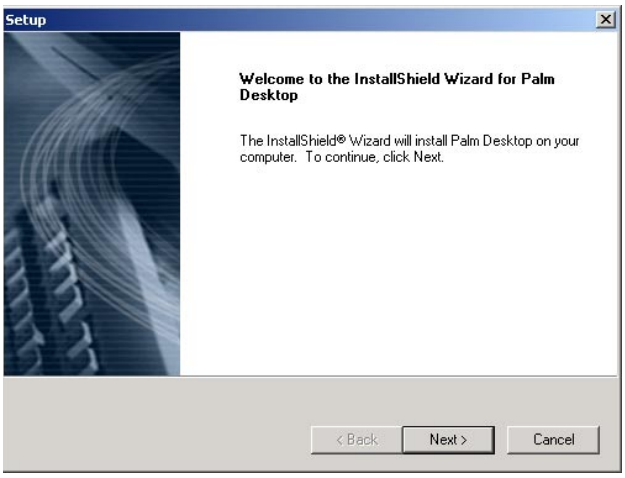
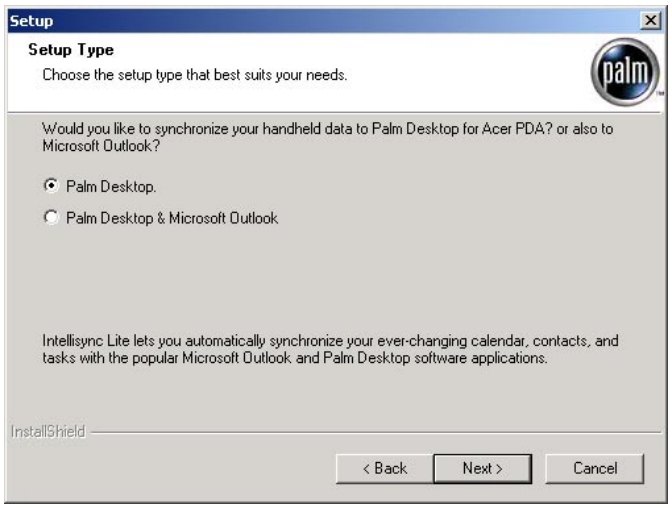
4 On the Setup window, click Next.


Setup
Welcome to the InstallShield Wizard for Palm Desktop
The InstallShield® Wizard will install Palm Desktop on your computer. To continue, click Next.
< Back
Next >
Cancel

5 Select a Setup type depending on your choice of PIM (personal information manager) for file synchronization then click Next. Options include:

- Palm Desktop
- Palm Desktop and Microsoft Outlook


Setup
Setup Type
Choose the setup type that best suits your needs.
palm
Would you like to synchronize your handheld data to Palm Desktop for Acer PDA? or also to Microsoft Outlook?
Palm Desktop.
Palm Desktop & Microsoft Outlook
Intellisync Lite lets you automatically synchronize your ever-changing calendar, contacts, and tasks with the popular Microsoft Outlook and Palm Desktop software applications.
InstallShield
< Back
Next >
Cancel

6 Click Next.

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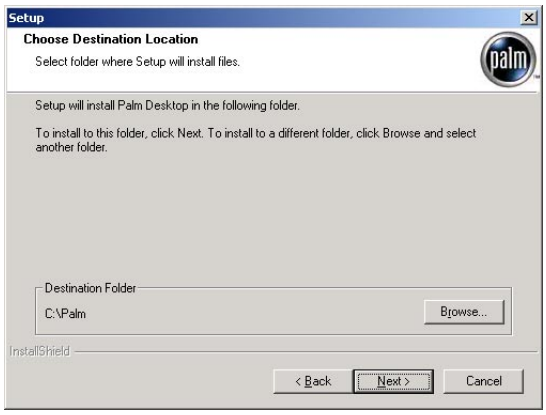
7 On the Choose Destination Location window, select a folder where Setup will install the program files.

Default directory is C:\Palm. Use the Browse button to select a different location.


Setup
Choose Destination Location
Select folder where Setup will install files.
Setup will install Palm Desktop in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Palm
Browse...
InstallShield
< Back
Next >
Cancel

8 Click Next to start the installation procedures.

9 A prompt window to set up Mail appears.

Click Yes to set up Mail now. Setup proceeds to configure your computer for Mail.

Click No to set up Mail later.

Setup
Perform Mail Setup?
The next screens will guide you through the process of setting up Mail.
If you choose to configure Mail later, you can return to Mail Setup at any time. Just click Start on your Windows desktop and choose Programs, Palm Desktop, and Mail Setup.
Do you want to configure your Mail settings now?
InstallShield
Yes
No

NOTE: If you choose to configure Mail later, you can access the Mail Setup by clicking Start>Programs >Palm Desktop>Mail Setup. Refer to "Setting up the Mail application on your computer" on page 229 for more information.

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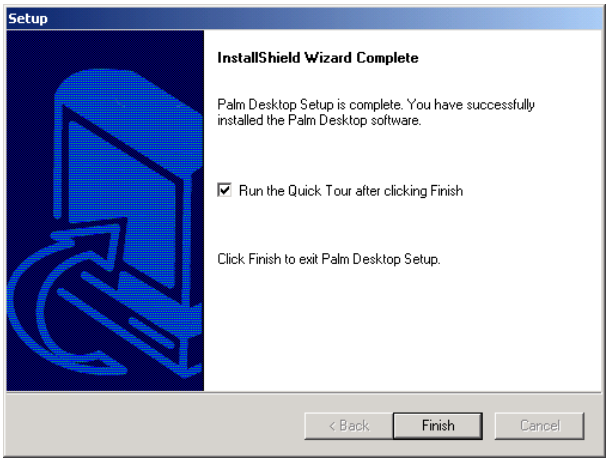
10 Click Finish to complete the Palm Desktop installation.


Setup
InstallShield Wizard Complete
Palm Desktop Setup is complete. You have successfully installed the Palm Desktop software.
Run the Quick Tour after clicking Finish
Click Finish to exit Palm Desktop Setup.
< Back
Finish
Cancel

Using your Acer s10 with another personal information manager

If you prefer to use another personal information manager (PIM), such as Microsoft Outlook, you can use it instead of the Palm Desktop software. All you need to do is install the HotSync Manager and the connection software for your PIM, called a conduit, that lets you synchronize the data between your Acer s10 and your PIM.

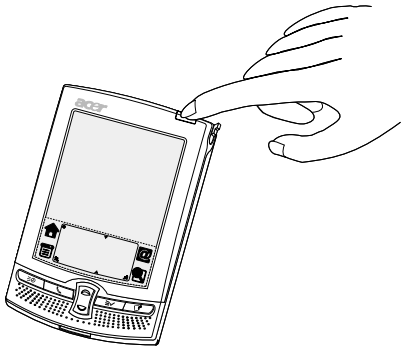
Included in the Acer s10 handheld Installation CD is the Intellisync Lite conduit for Microsoft Outlook; however, you must install it in addition to the Palm Desktop software. For information on the availability of conduit software for the PIM you use, contact the vendor of your PIM.

Setting up your Acer s10

After your Acer s10 has been charged initially for three hours, you can now set it up for use. Refer to the instructions below.

To set up your Acer s10:

1 Press the power button on the front panel of your Acer s10.



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2 Follow the onscreen instructions to set up your Acer s10.

Synchronizing data

After setting up your Acer s10 and completing the installation of Palm Desktop software, perform the first HotSync operation to synchronize—exchange and update—data between your Acer s10 and the PIM you installed in your computer.

Performing the first HotSync operation

You must perform your first HotSync operation with a local, direct connection or with infrared communication, rather than using a modem.

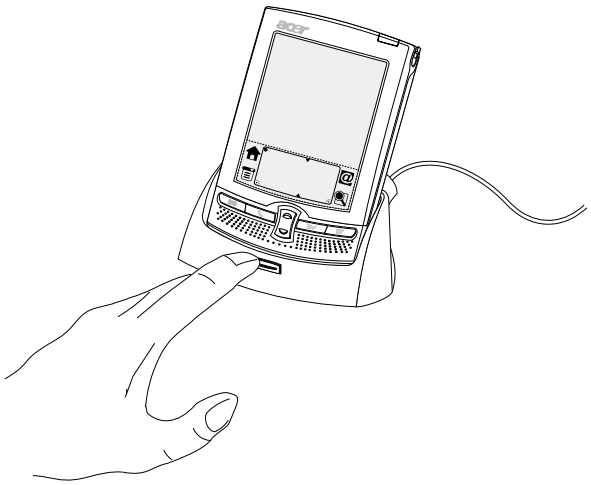
To perform the first HotSync operation:

1 Insert your Acer s10 into the cradle.

2 If the HotSync Manager is not running (i.e., the HotSync Manager icon is not visible in the bottom right corner of the Windows system tray), start it:

- On Windows desktop, click Start, and then choose Programs.
- Navigate to the Palm Desktop program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.

3 Press the HotSync button on the cradle.



NOTE: If you are using an optional Serial sync cable instead of a cradle, click the HotSync Manager icon in the Windows system tray and select Local Serial from the menu.

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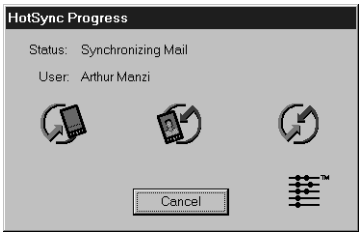
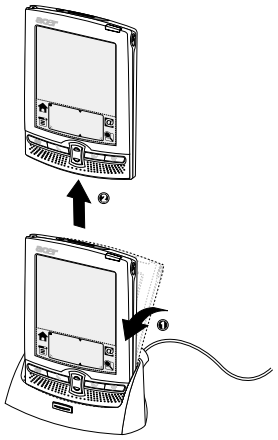
4 On your computer screen, select a user ID or create a new user ID by clicking on the New button, then click OK.

The HotSync Progress message window appears on your computer screen to indicate that synchronization begins.



5 Wait for a message on your Acer s10 screen indicating that the process is complete.

6 When the HotSync process is complete, you can remove your Acer s10 from the cradle by gently tilting the handheld forward and then pulling it up to remove.



Tapping versus clicking

Just as you use a mouse pointer to click elements on your computer's screen, you use the stylus to tap elements on your Acer s10's touch-sensitive screen. Tapping is the basic action used to execute tasks on your Acer s10.

The first time you start your Acer s10, setup instructions appear on the screen. These instructions include a calibration screen. Calibration aligns the internal circuitry of your Acer s10 with its touch-sensitive screen so that when you tap an element on the screen, your handheld can detect exactly which task you want to perform.

IMPORTANT: Always use the point of the stylus for tapping or making strokes on your Acer s10 screen. Do not use a pen, pencil, or any other sharp object to write on the screen.

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With your Acer s10 turned on, you can tap the touch-sensitive screen to perform many operations, such as the following:

- Open applications
- Choose menu commands
- Initiate a global Find operation
- Select options in dialog boxes
- Open the onscreen keyboards

Just as you drag the mouse to select text or move objects on your computer, you can drag the stylus to select text. In addition, you can use the stylus to drag the slider of any scroll bar.

Calibrating your Acer s10 screen

The first time you start your Acer s10, setup instructions appear onscreen. These instructions include a calibration screen, or Digitizer. Calibration aligns the internal circuitry of your Acer s10 with its touch-sensitive screen so your handheld can detect the task you want to perform when you tap an element on the screen.

To calibrate the Acer s10 screen:

1. Tap the Applications icon, and then tap the Prefs icon.
2. In the pick list in the upper right corner of the screen, tap Digitizer.
3. Follow the oncreen instructions, tapping the screen where indicated.

Opening applications

You can use the Applications Launcher to open any application installed on your Acer s10. You can also open the four main applications—Date Book, Address Book, To Do List, and Memo Pad—with the application buttons on the front panel of your Acer s10.

TIP: When you press an application button on the front panel of your Acer s10, the application assigned to that button is immediately launched.

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

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To open an application:

1 Tap the Applications icon . The Applications Launcher main screen appears.

2 Tap the icon of the application you want to open.

If you have many applications installed on your Acer s10, tap the scroll bar to see all the available applications.

TIP: You can find an application quickly by writing the Graffiti character for the first letter of its name. The Application Launcher scrolls to the first application with a name that begins with that letter.

NOTE: You can also use applications stored in a *Memory Stick*. Refer to "7 Using expansion features" on page 217.

Using menus and menu commands

Menus on your Acer s10 are easy to use, and work the same way in all applications. Menu bars and manual commands differ based on the application and the area of the application in which you're working. For example, in the Memo Pad, the Memo List screen and the Memo screen display different menus.

Menu commands for each application are described in the corresponding application's chapter.

Most menu commands have an equivalent Graffiti command stroke, which is similar to keyboard shortcuts used to execute commands on computers. To use Graffiti menu commands, menus must be closed.

To display a menu bar:

Do one of the following:

- Open an application (such as the Date Book); then tap the Menu icon . Select the desired command from the menu.

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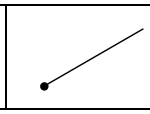
- Tap the inverted application title tab at the top of any application screen (The Calculator does not have an inverted tab.); then tap the desired command.

NOTE: Not all applications have a menu bar.

Using Graffiti to execute commands

An alternative to the menu bar in executing commands is the use of the Graffiti Command stroke (diagonal line from the lower left to upper right). You could either display a command toolbar or use a Graffiti command letter.

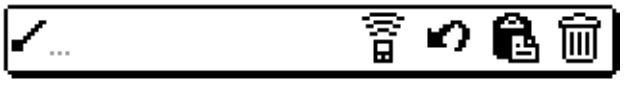
Command	

Graffiti command toolbar

The Graffiti command toolbar displays context-sensitive command icons for the current screen. For example, if text is selected the menu icons displayed may include Undo, Cut, Copy and Paste.

To use the Graffiti command toolbar:

1 In the Graffiti text area of your device's screen, draw the Graffiti Command stroke to display the Command toolbar. The Command toolbar is displayed for approximately 4 seconds.



2 Tap an icon that represents the command you want.

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Graffiti command letter

Most menu commands have an equivalent Graffiti command letter, which is similar to a keyboard shortcut used to execute a command (for example, pressing CTRL+S will save an open document). The command letters appear on the right side of the command names.

To use a Graffiti command letter:

1 In the Graffiti text area of your device's screen, draw the Graffiti Command stroke to enter Command mode. The Command toolbar will be displayed.

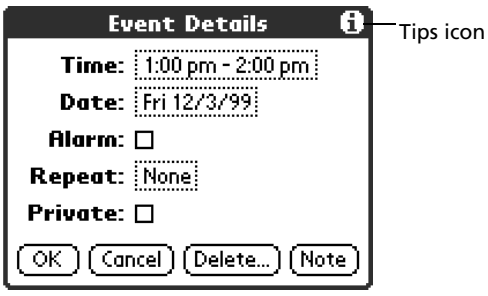
2 Draw the command letter. Note that if you wait more than three seconds to draw the command letter, you'll have to redraw the Graffiti command stroke to redisplay the Command toolbar.

Displaying online tips

Many of the dialog boxes that appear on your Acer s10 contain a Tips icon ⓘ (the lowercase I in the upper right corner of the dialog box). Tips anticipate questions you may have and provide shortcuts for using the dialog box or other useful information.

To display an online tip:

1 Tap the Tips icon ⓘ.



2 Tap Done after reading the tip.

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Entering data

You can enter data into your Acer s10 in several ways:

- Using Graffiti
- Using the onscreen keyboard
- Using an external keyboard
- Importing data in Palm Desktop software and then synchronizing it with your Acer s10
- Beaming data from another Palm OS handheld that is close by and has an infrared port

For more information on these topics, refer to "2 Entering data in your Acer s10" on page 23.

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2 Entering data in your Acer s10

You can enter data into your Acer s10 in several ways:

- Using Graffiti
- Using the onscreen keyboard
- Using an external keyboard
- Importing data in Palm Desktop software and then synchronizing it with your Acer s10
- Beaming data from another Palm OS handheld that is close by and has an infrared port

Entering data using Graffiti

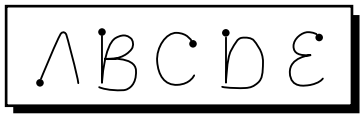
You can use Graffiti writing commands to create letters, numbers, punctuation, and symbols. The Graffiti writing strokes include all letters, numbers, and symbols found on a standard keyboard.

Writing Graffiti characters

The similarity of Graffiti strokes with the uppercase letters of the standard English alphabet makes learning Graffiti writing an easy task. With only a few minutes of practice, you'll be able to enter accurate text and numbers using Graffiti writing strokes.

General guidelines in Graffiti writing

- To achieve 100% accuracy, practice drawing characters exactly as they appear in the tables later in this chapter.
- The heavy dot on each shape indicates where to start the stroke. Some characters have similar shapes, but different starting and ending points. Always start the stroke at the heavy dot. (Do not draw the heavy dot; it is there only as a guideline.)



- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, Acer s10 recognizes and displays the text character immediately.
- The Graffiti writing area is divided into two parts, one for writing letters and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate these two areas. To have your Acer s10

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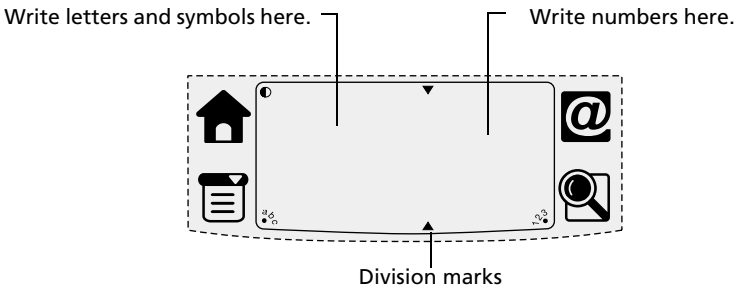
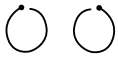
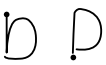
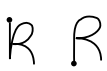
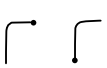
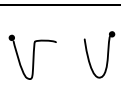
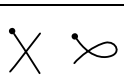
recognize characters and numbers, you must begin character strokes on the left side, and number strokes on the right side of the Graffiti writing area.



The Graffiti alphabet

Draw Graffiti letters using the following strokes.

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	

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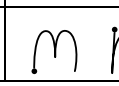
L		Y	
M		Z	

Space		Backspace	
Carriage Return		Period	Tap twice.

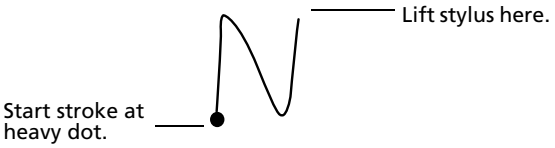
To write Graffiti letters:

1 Tap the screen where you want to write letters, for example, on a line next to a time in the Date Book.

Illustration suggestion (Delete this suggestion when completed): *Show cursor on a line next to a time in Date Book, or any other application used on your device.*

NOTE: A blinking cursor must appear onscreen above the Graffiti writing before you can begin writing text.

2 Refer to the Graffiti alphabet table to find the stroke shape for the letter you want to write. For example, the stroke shown below creates the letter *n*.



You use the same shape to create both the uppercase and lowercase version of a letter.

3 Position the stylus in the left hand side of the Graffiti writing area.

4 Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.

5 Lift the stylus from the screen at the end of the stroke shape.

Acer s10 recognizes your stroke immediately and displays the letter at the insertion point onscreen. As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

Graffiti writing automatically capitalizes the first letter of a new record or sentence. To write additional capital letters, you must first write the Caps Shift stroke to shift to

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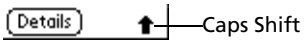
Caps Lock mode— just as you press the Shift key on a keyboard—and then write the desired character stroke.

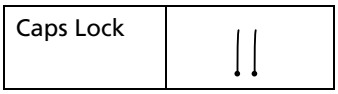


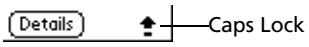
NOTE: When Caps Shift is active, an Up arrow appears in the lower right corner of your Acer s10 screen.

To write capital letters:

1 Choose from the following options:

- To enter a single capital letter, write the Caps Shift stroke. Then write the character stroke.
- To enter all capital letters (Caps Lock), write the Caps Lock stroke, as shown below. All subsequent letters are capitalized.

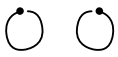
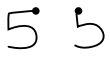




2 To return to lowercase or release the Caps Lock, draw the Caps Shift stroke again.

The Graffiti numbers

Draw Graffiti numbers using the following strokes.

Number	Strokes	Number	Strokes
0		5	
1		6	
2		7	
3		8	
4		9	

To write Graffiti numbers:

1 Tap the screen where you want to write numbers.

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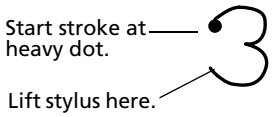
Illustration suggestion (Delete this suggestion when completed): *Show cursor on a line next to a time in Date Book, or any other application used on your device.*

NOTE: A blinking cursor must appear onscreen above the Graffiti writing before you can begin writing numbers.

2 Refer to the Graffiti number table to find the stroke shape for the number you want to write. For example, the stroke shown below creates the number 3.



3 Position the stylus in the right hand side of the Graffiti writing area.

4 Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.

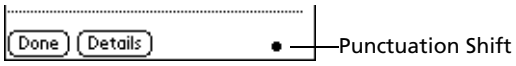
5 Lift the stylus from the screen at the end of the stroke shape.

Acer s10 recognizes your stroke immediately and displays the number at the insertion point onscreen. As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

The Graffiti punctuation marks

You can create any punctuation symbol available from a standard keyboard using Graffiti writing.

All punctuation marks begin with a single tap on the Graffiti writing area. This tap activates the Punctuation Shift, indicated by a dot displayed above the writing area. The next stroke you make with the stylus creates a punctuation mark. When Punctuation Shift is active, you can write a symbol stroke on either side of the Graffiti writing area (the letter or number side).



Create punctuation marks using the following strokes:

Punctuation mark	Stroke	Punctuation mark	Stroke
Period .		Dash —	
Comma ,		Left Paren (	

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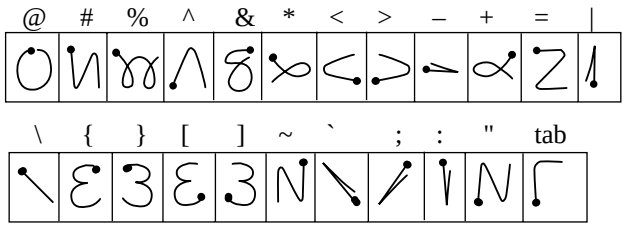
Apostrophe '		Right Paren)	
Question ?		Slash /	
Exclamation !		Dollar $	

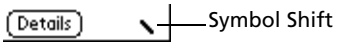
Additional Graffiti punctuation marks include the following:



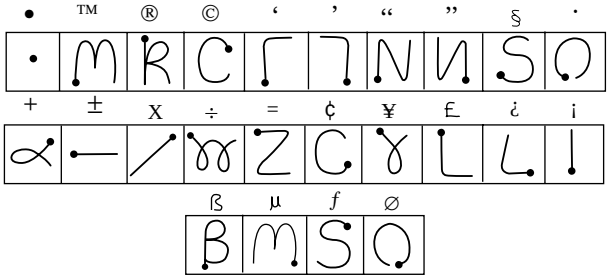
The Graffiti symbols and extended characters

To write symbols and extended characters, you start by activating Symbol Shift. When Symbol Shift is active, a slanted shift symbol appears in the lower right corner of the screen. The next stroke you make creates the symbol or extended character.

Symbol Shift	



Draw symbols or extended characters using the following strokes:



The Graffiti accented characters

To draw accented characters, you first draw the stroke for the letter, and then draw the accent stroke. Graffiti writing then adds the accent to the letter.

For example, the following illustration shows the strokes required to draw an accented *e*.

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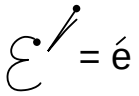
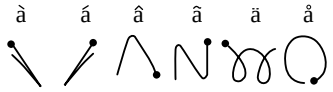


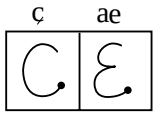
Using these accent strokes, you can write the following accented letters:



à á â ã ä å è é ê ì í î ï ò ó ô õ ö ù ú û ü ÿ D ñ

The Graffiti non-English characters

You can write the following characters in the lowercase alphabet mode without special punctuation or shifting. You must write these non-English characters in the left side of the Graffiti writing area.



Graffiti navigation strokes

Graffiti writing includes additional strokes for navigating within text or fields in your applications.

Command	Stroke
Move cursor right	
Move cursor left	
Previous field (Address Book only)	
Next Field (Address Book only)	
Open Address Record (Address Book only)	

Using Graffiti ShortCuts

Graffiti ShortCuts let you quickly and easily enter commonly used words or phrases. ShortCuts are similar to the Glossary or Autotext features of some word processors.

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Graffiti writing comes with several predefined ShortCuts. You can also create your own for any words, letters, or numbers.

You can create ShortCuts of up to 45 character using the ShortCut preferences. For detailed instructions on how to create a ShortCut, refer to "ShortCuts preferences" on page 294.

Predefined Graffiti ShortCuts

Acer s10 includes the following predefined Graffiti ShortCuts for common entries.

Entry	ShortCut
Date stamp	ds
Time stamp	ts
Date/time stamp	dts
Meeting	me
Breakfast	br
Lunch	lu
Dinner	di

To use a ShortCut:

Draw the ShortCut stroke followed by the ShortCut character(s).

When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point.

ShortCut	

To edit a ShortCut:

1. Tap the Applications icon, and then tap the Prefs icon.
2. Tap the pick list in the upper right corner of the Preferences screen, then select ShortCut.
3. Tap the ShortCut you want to edit.
4. Tap Edit.
5. Make the changes you want.
6. Tap OK.

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To delete a ShortCut:

1 Tap the Applications icon, and then tap the Prefs icon.

2 Tap the pick list in the upper right corner of the Preferences screen, then select ShortCut.

1 Tap the ShortCut you want to delete.

2 Tap Delete.

3 Tap Yes.

Graffiti tips

When using Graffiti, keep the following tips in mind:

- For greater accuracy, draw letters with large strokes; strokes that nearly fill the Graffiti writing area are easily interpreted.
- To delete characters, set the insertion point to the right of the character you want to delete, and draw the Backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can produce errors.
- Do not write at a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- When letters and numbers can be written using two different strokes, use the one that's easiest for you.
- Press firmly.

Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your Acer s10.

NOTE: You can enter Graffiti characters while using the onscreen keyboard.

To use the onscreen keyboard:

1 Open any application (such as the Address Book).

2 Tap any record, or tap New.

3 Choose one of the following to display the alphabetic or numeric keyboard:

- Tap on the Graffiti writing area to display the alphabetic keyboard.
- Tap on the Graffiti writing area to display the numeric keyboard.

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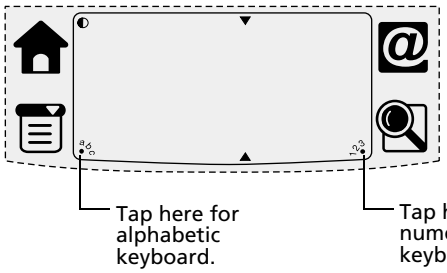
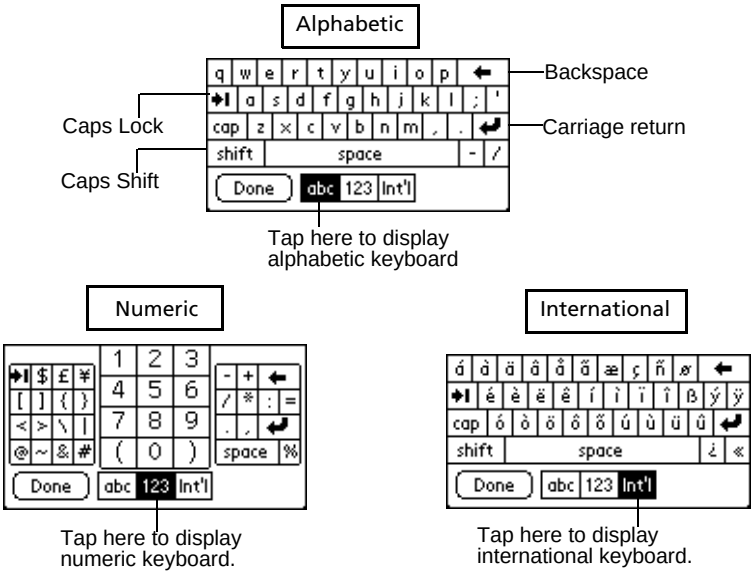


TIP: To select either keyboard, tap the Menu icon and then tap Edit. Tap Keyboard, and then select an option.

4 Tap the desired characters or numbers.



5 Tap Done to enter the text or numbers.

Using an external keyboard

You can connect an external keyboard to the versatile connector of your Acer s10 so you can type data directly into your handheld. External keyboards are very useful for typing large amounts of data quickly and accurately while you are away from your computer. Refer to the documentation that came with your external keyboard.

You can also key in information on your computer keyboard while using Palm Desktop software or any supported personal information manager (PIM) installed that is compatible with your Acer s10. You can then perform a HotSync operation to synchronize the information on your computer to that in your Acer s10. All basic

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applications on your Acer s10 are also available in your Palm Desktop software and in most PIMs so you need not learn different applications.

Refer to page 253 for more information on HotSync procedures.

Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another device, you can transfer the data to your Acer s10 without having to key it in manually. Save the data in one of the file formats listed below, import it into the Palm Desktop software, and then perform a HotSync operation to transfer the data to your Acer s10. Refer to page 253 for more information on HotSync procedures.

Palm Desktop software can import data from any of the following applications when you export the data in the appropriate file format.

- Comma delimited (.csv, .txt): Address Book and Memo Pad only
- Tab delimited (.tab, .tsv, .txt): Address Book and Memo Pad only
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only
- vCal (.vcs): Date Book only
- vCard (.vcf): Address Book only
- Date Book archive (.dba)
- Address Book archive (.aba)
- To Do List archive (.tda)
- Memo Pad archive (.mpa)

NOTE: Archive formats can only be used with Palm Desktop software. Use the archive file formats to share information with other people who use devices based on the Palm Computing® platform or to create a copy of your important Palm Desktop information.

To import data:

1. Open the Palm Desktop software.
2. Click the application into which you want to import data.
3. If you are importing records that contain a field with category names, do the following:
   a. Select All in the Category box.
   b. Make sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records will be imported into the Unfiled category.
4. Choose File > Import.
5. Select the file you want to import.
6. Click Open.
7. To import data into the correct Palm Desktop fields, drag fields in the left-hand column so that they are opposite the corresponding imported field on the right.

   To exclude a field from being imported, deselect the field's check box.

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8 Click OK.

The imported data is highlighted in the application.

9 To add the imported data to your Acer s10, perform a HotSync operation.

NOTE: See the Palm Desktop online Help for more information on importing and exporting data.

Beaming data

Your Acer s10 is equipped with an IR (infrared) port that you can use to beam information to another Palm OS handheld that is close by and also has an IR port. The IR port is located on the top part of your Acer s10, indicated by the Infrared icon , behind the small dark shield. Refer to "10 Beaming information" on page 249 for more information on this feature.

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3 Managing your applications

This chapter explains how to switch between applications on your Acer s10, how to customized application settings to fit your work methods, and how to categorize applications into related groups.

For information working with applications stored on an expansion card, refer to "7 Using expansion features" on page 217.

Using the Applications Launcher

By default, Applications Launcher displays all the available applications installed on the internal memory of your Acer s10. You can choose to display only selected applications by arranging applications into categories.

To open the Applications Launcher:

- Tap the Applications icon . The Applications Launcher main screen appears.

Your Acer s10 is equipped with a variety of applications. All applications installed on your Acer s10's internal memory appear in the Applications Launcher.

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

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To open an application

Choose from the following options:

- Tap the Applications icon, and then tap the icon of the application you want to open. If you have many applications installed on your Acer s10, tap the scroll bar to see all the available applications.
- Press an application button on the front panel to display the selected application immediately.

Switching between applications

Choose from the following options:

- Tap the Applications icon and then tap the icon of the application you want to switch to.
- Press an application button on the front panel of your Acer s10.

Acer s10 automatically saves your work in the current application and displays it when you return to that application.

Categorizing applications

The category feature enables you to manage the number of application icons that appear in the Applications Launcher's screen. You can assign an application to a category and then display a single category or all your applications.

NOTE: When you have a *Memory Stick* properly seated in the *Memory Stick* slot, the last item in the category pick list is Expansion Card. You cannot otherwise categorize applications stored in the expansion card.

To categorize an application:

1 Tap the Menu icon.

2 From the App menu, tap Category.

3 Tap the pick list next to each application to select a category.

Illustration suggestion (Delete this suggestion when completed): *Category screen*

4 Tap Done.

To create a new category:

1 On the Category screen, tap Edit Categories from the pick list.

2 Tap New. The New category screen appears.

Illustration suggestion (Delete this suggestion when completed): *New Category screen*

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3 Enter the category name.

4 Tap Done.

To display applications by category:

- In Applications Launcher, do one of the following:
  - Tap the Applications icon repeatedly to cycle through all the categories.
  - Tap the pick list in the upper right corner of the screen; then tap the category you want to display.

Changing the Applications Launcher display

By default, the Applications Launcher displays applications as icons. As an alternative, you can display applications in a list format.

To change the view of applications:

1 In Applications Launcher, tap the Menu icon to display the menu bar.

Illustration suggestion (Delete this suggestion when completed): *Options menu bar*

2 Tap Options to display the menu drop-down window, then tap Preferences.

3 Tap the View By pick list, then tap List.

4 Tap OK. The Applications Launcher will now be shown in a List format.

Illustration suggestion (Delete this suggestion when completed): *Show applications in List format.*

In addition to displaying applications by icon or list, you can set an option to display the last-selected category of applications each time you open the Applications Launcher.

To display the last selected category of applications:

1 In Applications Launcher, tap the Menu icon to display the menu bar.

2 Tap Options to display the menu drop-down window, then tap Preferences.

3 In the Preferences dialog box, tap Remember Last Category.

4 Tap OK. Each time you return to the Applications Launcher, the last category of applications you selected is displayed.

NOTE: If you do not select the Remember Last Category option, all applications are displayed when you select the Applications Launcher.

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Setting preferences for applications

You can set preferences for individual applications in the Preferences dialog box. This will allow you to customized your applications to fit your work methods.

NOTE: Not all applications have preference settings.

To set preferences for an application:

1 Open an application.

2 Tap the Menu icon .

3 From the Options menu, select Preferences.

4 Enter the desired preference settings.

5 Tap OK.

Assigning applications to buttons

Buttons preferences let you assign different applications to the buttons on the front panel of your Acer s10, and to the HotSync button on the cradle. For example, if you find that you seldom use the To Do List and often use Expense, you can assign the To Do List button to start the Expense application.

You can also use the Buttons preferences to determine whether the full-screen pen stroke activates the Graffiti Help application or one of your Acer s10 controls.

If you assign a different application to a button, you can still select the original application using the Applications Launcher. Changes made in the Buttons Preferences screen or HotSync Buttons dialog box take effect immediately.

Refer to "ShortCuts preferences" on page 294 for instructions on how to change Button preferences.

Installing and removing applications

To further customized your Acer s10 to your personal requirements, you have the option to install additional applications (called add-on applications) using the Install Tool during a HotSync® operation.

In the event that you need to more memory or decide that you no longer need a particular application, you could also remove applications stored in your Acer s10's RAM memory.

NOTE: Applications stored in your Acer s10's Flash Memory cannot be removed.

To install add-on applications on your Acer s10

1 From your computer desktop, copy or download the applications you want to install into the Add-on folder in your Palm Desktop directory.

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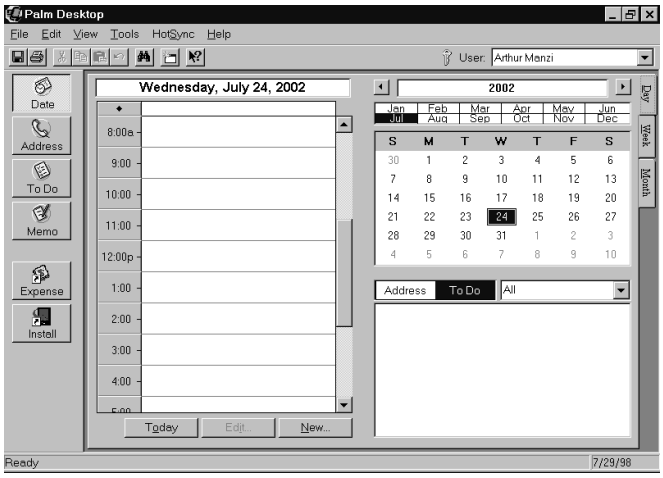
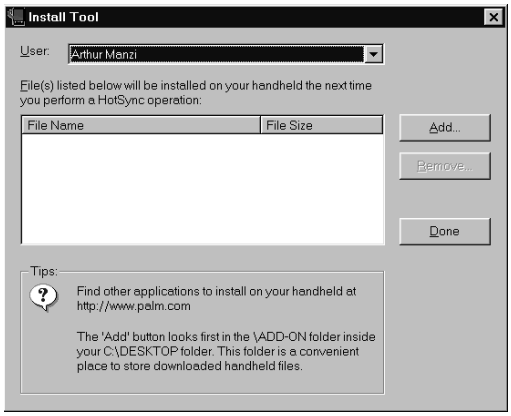
NOTE: If the application is compressed, for example, as a .zip file, decompress the application into the Add-on folder before continuing.

2 Double-click the Palm Desktop icon on your computer desktop to display the Palm Desktop window.



3 Click Instal to display the Install Tool Dialog box.

TIP: You can also select the Install Tool dialog box by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a .prc, .pdb, .pqa, .pnc, or .src file extension.


Install Tool
User:
Arthur Manzi
File(s) listed below will be installed on your handheld the next time you perform a HotSync operation:
File Name
File Size
Add...
Remove...
Done
Tips:
Find other applications to install on your handheld at http://www.palm.com
The 'Add' button looks first in the \ADD-ON folder inside your C:\DESKTOP folder. This folder is a convenient place to store downloaded handheld files.

4 In the User drop-down list, select the user name that corresponds to your Acer s10.

5 Click Add.

6 In the file list of the Add-on folder, select the application that you want to install on your Acer s10 or on a resident *Memory Stick*.

7 Click Open. The file appears in the Palm Install Tool dialog box.

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NOTE: Review the list of applications you selected in the Install Tool dialog box. If you do not want to install an application, select it, then click Remove. This will remove the selected application from the list of application(s) to be installed; it does not remove the application from your computer.

8 Click Done. A message appears to indicate that the application or applications will be installed the next time you perform a HotSync operation.

9 Perform a HotSync operation to install the applications. See "11 Exchanging and updating data using HotSync operations" on page 253.

To remove an add-on application

1 In Applications Launcher, tap the Menu icon to display the menu bar.

2 Tap App to display the App dialog box.

3 Tap Delete to display the Delete dialog box.

4 Tap the Delete From pick list and select either Handheld or Card.

NOTE: To delete application from a *Memory Stick*, the card must be properly inserted in the *Memory Stick* slot.

5 Tap the application you want to remove.

6 Tap Delete.

7 Tap Yes.

8 Tap Done.

Removing the Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

To remove the Palm Desktop software in Windows:

1 Click the Windows Start button, choose Settings > Control Panel.

2 Open the Add/Remove Programs icon.

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3 On the Install/Uninstall tab, select Palm Desktop Software.

4 Click Add/Remove.

NOTE: You must retain the HotSync Manager on the Acer s10 handheld Installation CD to synchronize data with another PIM.

Security

Your Acer s10 comes with a security application to prevent unauthorized access to your private records. Refer to page 63 for procedures on how to make records private.

You can mask or hide private records. When you mask private records, a gray placeholder appears where the record would normally be displayed; when you hide records, they are not visible anywhere in the list.

To mask a private record:

1 From within any private record, do one of the following to display the Change Security dialog box:

- In Applications Launcher, tap the Security icon.
- From within an application, tap the inverted application title tab at the top of the screen; then tap Security in the Options menu.
- From within any application, drag your pen diagonally across the writing area of the Graffiti screen from lower left to upper right to bring up the Command Bar. Tap the padlock icon.

2 Tap the Current Privacy pick list.

3 Tap Mask Records.

4 Tap OK.

To mask all private records:

1 In Applications Launcher, tap the Security icon.

2 From the Current Privacy pick list, tap Mask Records.

Open one of the basic applications and view a record. Records marked as private are masked with a gray bar.

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To hide a private record:

1 From within any private record, do one of the following to display the Change Security dialog box:

- In Applications Launcher, tap the Security icon.
- From within an application, tap the inverted application title tab at the top of the screen; then tap Security in the Options menu.
- From within any application, drag your pen diagonally across the writing area of the Graffiti screen from lower left to upper right to bring up the Command Bar. Tap the padlock icon.

2 Tap the Current Privacy pick list.

3 Tap Hide Records.

4 Tap OK.

To hide all private records:

1 In Applications Launcher, tap the Security icon.

2 From the Current Privacy pick list, tap Hide Records.

Illustration suggestion (Delete this suggestion when completed): *Security screen with Hide Record selected*

3 Open one of the basic applications (except Expense and Mail). Records marked as private are not anymore displayed.

NOTE: You can mask or hide records without assigning a password, or you can assign a password if you want records to remain masked or hidden until a password is entered.

Assigning and editing passwords

You can assign a password to protect your private records and to lock your Acer s10.

Once you define a password, you can change or delete it at any time. You must enter the current password before you can change or delete it.

If you've forgotten your password, you can delete it. Refer to "Recovering from a forgotten password" on page 43.

To assign, change, or delete a password:

1 In Applications Launcher, tap the Security icon.

2 Tap the Password box.

3 Enter a password—either the one you want to assign or your current password if you want to change or delete it—and tap OK.

Illustration suggestion (Delete this suggestion when completed): *Show the password dialog box.*

4 Choose from the following options:

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- To assign a password, enter the password again to verify it, and tap OK.
- To change your password, enter a new password and tap OK.
- To delete your password, enter your current password. Tap OK, and then tap Delete.

Locking your Acer s10

You can turn off and lock your Acer s10 with a password to protect information. You must then enter the password when you turn on your device to gain access to the information on it.

If you forget the password, you must perform a hard reset to resume using your Acer s10. Performing a hard reset deletes all the records in your Acer s10; however, you can restore all synchronized data at the next HotSync operation. Refer to "Performing a hard reset" on page vii for instructions.

To lock your Acer s10 with a password:

1 Assign a password, as described in “Assigning and editing passwords” earlier in this section.

A password is required before using the Turn Off & Lock option.

2 Tap Turn Off & Lock Device. The System Lockout dialog box appears.

3 Tap Off & Lock. You device is turned off and is locked.

To turn on and unlock your Acer s10:

1 Turn on your device.

2 Enter your password at the prompt.

3 Tap OK.

Recovering from a forgotten password

If the Off & Lock option is not active, and you forget your password, you can delete the forgotten password from your Acer s10. Deleting a forgotten password also deletes all entries and files marked as Private.

IMPORTANT: If you synchronize your Acer s10 with your computer before deleting a forgotten password, Acer s10 restores private entries the next time you perform a HotSync operation, but does not restore the forgotten password.

To delete a forgotten password:

1 From the Applications Launcher pick list, tap Security.

2 From the Security dialog box, tap Forgotten Password.

3 Tap Yes to delete the forgotten password.

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Displaying private records

Using the security application, you can also display private records that have been previously masked or hidden.

NOTE: If you have assigned a password to your device, you must enter it before private records are displayed. Refer to "Assigning security options" on page viii.

To unmask individual records:

1 Tap a masked record.

If you do not have a password, a masked record becomes visible.

If you have a password, the Show Private Records dialog box appears. Go to step 2.

2 Enter your password.

3 Tap OK.

To display private records:

1 Do one of the following to display the Change Security dialog box:

- In Applications Launcher, tap the Security icon.
- From within an application, tap the inverted application title tab at the top of the screen; then tap Security in the Options menu.
- From within any application, drag your pen diagonally across the writing area of the Graffiti screen from lower left to upper right to bring up the Command Bar. Tap the padlock icon.

2 From the Current Privacy pick list, tap Show Records.

Illustration suggestion (Delete this suggestion when completed): *Show Change Security dialog box with Show Records option selected*

If you do not have a password, masked and hidden records become visible.

If you have a password, the Show Private Records dialog box appears. Go to step 3.

Illustration suggestion (Delete this suggestion when completed): Show Private Records dialog box

3 Enter your password.

4 Tap OK.

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4 Working with your basic applications

Your Acer s10 includes the following basic applications:

- Date Book
- Address Book
- To Do List
- Memo Pad
- Calculator
- Expense
- Mail

This chapter is organized into three sections, namely:

- Overview of basic applications
- Common application tasks
- Application-specific tasks

Overview of basic applications

This section will give you a brief description of each basic application and explains how to launch it.

Date Book

Date Book lets you conveniently manage your schedules and appointments or any other activities associated with a time and date.

You can do the following in Date Book:

- Schedule events.
- Display your schedule in different ways: by Day, Week, Month, or Agenda view.
- Set an alarm to sound minutes, hours, or days before a scheduled appointment.
- Attach notes to events to describe or clarify Date Book entries.
- Rearrange or delete events from your schedule.

To launch Date Book:

- Press the Date Book application button on the front panel of your Acer s10.

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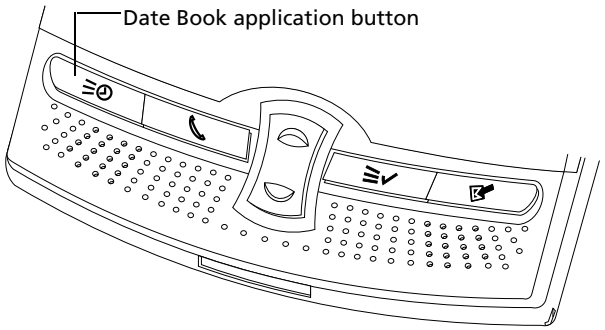
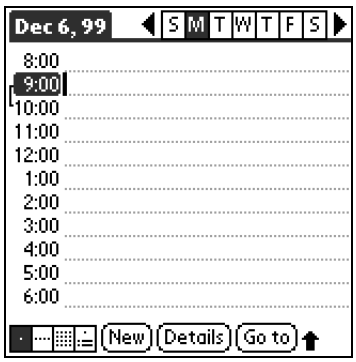


Date Book will open to today's schedule.



TIP: Press the Date Book application button repeatedly to cycle through the Day, Week, Month and Agenda views.

Address Book

Address Book lets you keep names, addresses, phone numbers, and other information about your personal and business contacts.

You can do the following in Address Book:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, car, and so on) or email addresses for each name.
- Define which phone number appears in the Address List for each Address Book entry.
- Attach a note to each Address Book entry, in which you can enter additional information about the entry.

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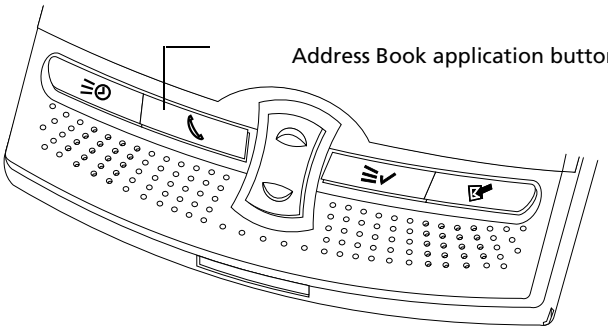
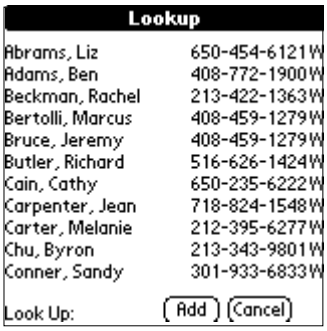
- Assign Address Book entries to categories so that you can organize and view them in logical groups.
- Create your own digital business card that you can beam to other Palm OS handhelds.

To launch Address Book:

- Press the Address Book application button on the front panel of your Acer s10.



Address Book opens to display the list of all your records.



TIP: Press the Address Book button repeatedly to cycle through the categories in which you have entries.

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To Do List

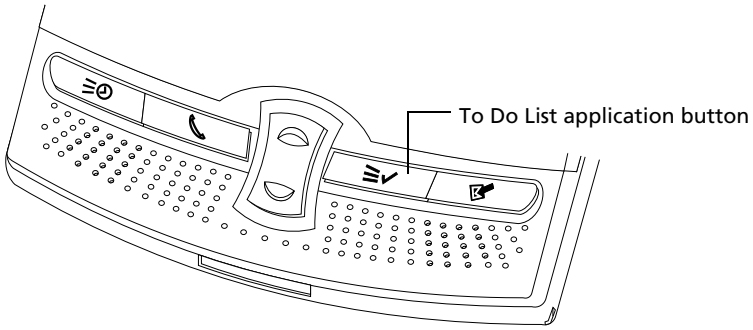
To Do List is a convenient place to create reminders and prioritize the things that you have to do.

You can do the following in To Do List:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups.
- Sort your To Do List items either by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task.

To launch To Do List:

- Press the To Do List application button on the front panel of your Acer s10.



To Do List opens to display the category of items you last viewed.

TIP: Press the To Do List application button repeatedly to cycle through the categories in which you have items.

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Memo Pad

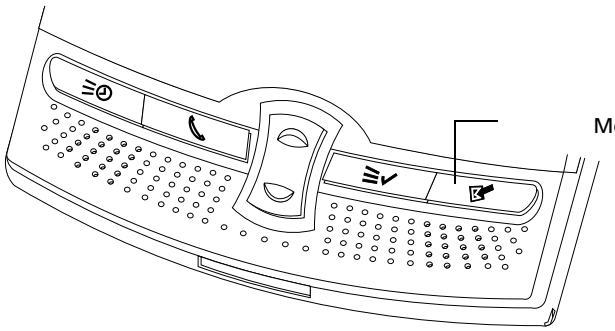
Memo Pad provides a place to take notes that are not associated with records in the Date Book, Address Book, or To Do List.

You can do the following in Memo Pad:

- Use Graffiti characters to store memos, lists or any other text message on your Acer s10.
- Drag and drop memos into popular computer applications like Microsoft® Word when you synchronize using Palm Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information. Later, you can copy and paste this information into other applications.

To launch Memo Pad:

- Press the Memo Pad application button on the front panel of your Acer s10.



Memo Pad opens to display the Memo list.

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TIP: Press the Memo Pad application button repeatedly to cycle through the categories in which you have memos.

Calculator

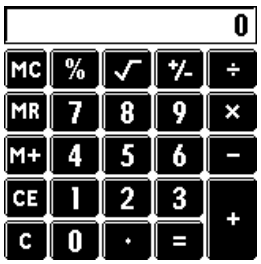
Calculator allows you to perform general mathematical functions including addition, subtraction, multiplication, division, and square root operations.

You can do the following in Calculator:

- Perform basic calculations.
- Store and retrieve values.
- Display the last series of calculations, which is useful for confirming a series of "chain" calculations.

To launch Calculator:

- Tap the Calculator icon .
  The Calculator pad appears.



Expense

Expense enables you to keep track of your expenses and then transfer that information to a spreadsheet on your computer.

You can do the following in Expense:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.

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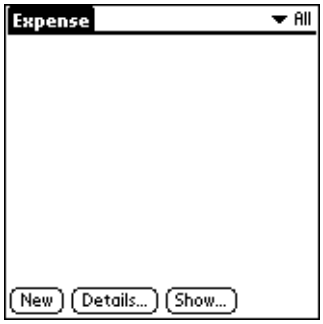
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft Excel spreadsheet (version 5.0 or later) on your computer.

NOTE: Microsoft Excel is not included in the Acer s10 handheld Installation CD.

To launch Expense:

- Tap the Expense icon .
  The Expense screen appears.



Mail

You can send or receive email after you've performed a HotSync operation, either locally using the cradle, or remotely using a modem.

Mail synchronizes the emails in the Inbox of your desktop email application with the emails in the Inbox on your Acer s10.

For more information on how to use Mail, refer to '9 Managing your desktop email' on page 229.

You can do the following in Mail:

- View, delete, file, and reply to incoming emails.
- Create outgoing email items and drafts of email items.
- Create simple or complex filters, which will let you to decide which type of email Acer s10 retrieves from your desktop email application.
- Use your Acer s10 in its cradle to send and retrieve email items from your desktop email application.

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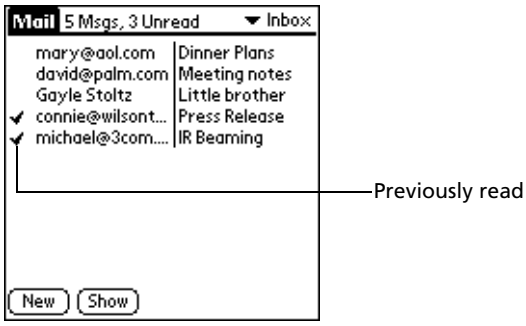
To launch Mail on your Acer s10:

- Tap the Mail icon .
  The Mail list screen appears.



For more information on how to use Mail, refer to "9 Managing your desktop email" on page 229.

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Common applications tasks

The tasks described in this section use the term *records* to refer to an individual item in any of the basic applications, for example, a single Date Book event, Address Book entry, To Do List item, Memo Pad memo, or Expense item.

Creating records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, Memo Pad, and Expense.

To create a record:

1 Select the application in which you want to create a record.

2 Tap New.

For the Date Book only, select start and end times for your appointment and tap OK.

3 Enter text for the record.

NOTE: Acer s10 automatically capitalizes the first letter of each field (except numeric and email fields).

4 As an option, tap Details to select attributes for the record.

5 In the Address Book and Memo Pad only, tap Done.

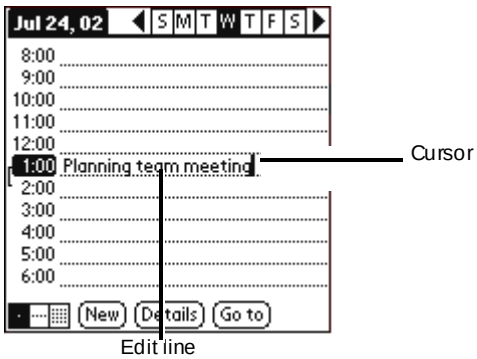
Acer s10 saves the new record automatically.

Editing records

After you create a record, you can change, delete, or add new information at any time. Two indicators will tell when your screen is in edit mode:

- a blinking cursor appears within the information, and
- the information appears on a dotted gray line called an edit line.

You can enter text in any of the ways described in "2 Entering data in your Acer s10" on page 23.



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Selecting text

Select the text you want to edit using one of the following techniques:

- Double-tap on a word in a field to select the word.
- Triple-tap on any word on a line to select the entire line.
- Drag across a line of text to select some or all of the information, or drag down to select text across multiple lines.

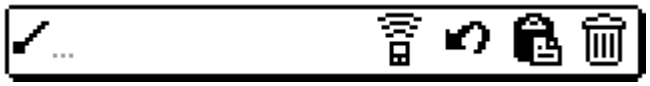
Using the Edit menu

The Edit menu is available from any screen where you enter or edit text. As a general rule, the Edit menu commands affect selected text. You can display the Edit menu in three ways: by tapping the Menu icon, by tapping the inverted application title tab at the top of the screen, and by writing a Graffiti shortcut.

To use the Edit menu:

1 Do one of the following to display the Edit menu:

- Tap the Menu icon; then tap the Edit menu to display the commands in the menu.
- Tap the inverted application title tab at the top of the screen; then tap the Edit menu to display the commands in the menu.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. To select a command, either:
  - tap the icon representing a command on the Command toolbar, or
  - draw the Graffiti shortcut in the text area of your screen



2 Choose from the following commands, depending on the application you're using:

Undo	Reverses the action of the last edit command made. Undo also reverses deletions done by using the backspace.
Cut	Removes a selection from its current location and temporarily stores it in your Acer s10's memory. You can then paste the text into another area of the current application or into a different application.
Copy	Copies a selection and temporarily stores it in your Acer s10's memory. You can paste the selection into another area of the current application or into a different application
Paste	Inserts a selection from your Acer s10's memory into a selected point in a record. Paste produces no result if you have not used the Cut or Copy commands
Select All	Selects all the text in the current record or screen.

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Keyboard	Opens the onscreen keyboard. Tap Done to close the keyboard.
Graffiti Help	Opens screens that shows all the Graffiti character strokes. Use this anytime you forget a stroke for a character or a ShortCut for a command.

Deleting records

You can delete records in any of the basic applications.

To delete a record in any of the basic applications:

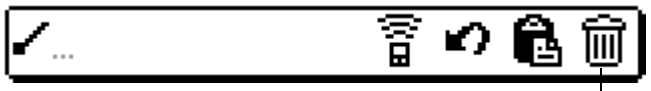
1 Select the record you want to affect.

2 Do one of the following:

- Tap the Menu icon, open the Record menu, and then tap the Delete command.

  The Delete command differs depending on the application you're using:

  - **Date Book:** Delete Event
  - **Address Book:** Delete Address
  - **To Do List:** Delete Item
  - **Memo Pad:** Delete Memo
  - **Expense:** Delete Item
- Tap the inverted application title tab at the top of the screen, open the Record menu, and then select the desired Delete command.
- In the Details dialog box of the application, tap Delete, and then tap OK.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar; then tap the Delete icon or draw a Graffiti 'D' in the text area.



Delete icon

- Delete the text of the record.

NOTE: In the Date Book, deleting the text of a repeating event deletes all instances of the event.

A confirmation dialog box appears. If your want to archive a copy of the deleted file on your PC, select the Save Archive option. If you choose the archive option, the record is transferred to the archive file on your PC the next time you perform a HotSync operation.

3 Tap OK.

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Purging records

Over time, as you use Date Book, To Do List, and Expense, you'll accumulate records that are no longer useful. For example, events that occurred months ago remain in the Date Book, and completed To Do List items and Expense items remain in the list.

Outdated records take up memory on your Acer s10, so it is a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your Acer s10 and save them in an archive file.

Purging is also available in Mail. See "Deleting email items" on page 241 for more information.

Purging is not available in Address Book or Memo Pad; delete outdated records from these applications manually.

To purge records:

1 Open the application from which you want to purge records.

2 Choose from the following options:

- Tap the Menu icon, open the Record menu, and then tap Purge.
- Tap the inverted application title tab at the top of the screen, open the Record menu, and select Purge.

A confirmation dialog box appears.

3 Choose from the following options:

- Date Book: Select the Delete Events Older Than pick list and select an option—1 week, 2 weeks, 3 weeks or 1 month.
- Date Book or To Do List: Select Save Archive Copy on PC to save a copy of purged records in an archive file on your desktop. Selecting this option transfers purged records to an archive file the next time you perform a HotSync operation. Tap OK.
- Expense: Tap a category and tap Purge. Tap Yes to confirm the deletion, and then tap Done.

Categorizing records

You can categorize records in the Address Book, To Do List, Memo Pad, and Expense applications for easy retrieval. (The Date Book does not have categories.)

NOTE: You can also categorize applications. Refer to "Categorizing applications" on page 36 for more information.

When you create a record, it is automatically assigned to the currently displayed category. If the All category is displayed, the record is assigned to the Unfiled category. A record can remain unfiled or it can be assigned to a category at any time.

System-defined categories

Each application has a default set of categories:

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- Address Book: Business, Personal, and QuickList category
  In QuickList, you can store names, addresses, and phone numbers you might need during emergencies (hospitals, fire department, police stations, etc.).
- To Do List: Business, Personal, and All category
- Memo Pad: Business, Personal, and All category
- Expense: New York, Paris, and All category
  The New York and Paris category shows how you might sort your records according to different business trips.

You can modify or delete the default categories.

User-defined categories

In addition to the default categories, you have the option to create new categories. Each application can have up to 15 user-defined categories.

To move a record into a category:

1 Select the record you want to categorize.

2 Tap Details. (From the Address View screen, tap Edit first.)

3 In the Details dialog box, tap the Category pick list to display the list of available categories.

4 Select the desired category.

5 Tap OK.

To display a category of records:

1 Open the application from which you want to categorize records.

2 Tap the pick list in the upper right corner of the screen.

NOTE: In the Date Book Agenda view, the pick list is in the upper right of the To Do List.

3 Select a category you want to display.

TIP: Pressing the Address Book, To Do List, or Memo Pad button on your Acer s10 toggles through the categories assigned to these applications.

The list screen will now display only the records associated with the selected category.

To create a new category:

1 Tap the pick list in the upper right corner of the screen.

2 Tap Edit Categories.

3 Tap New.

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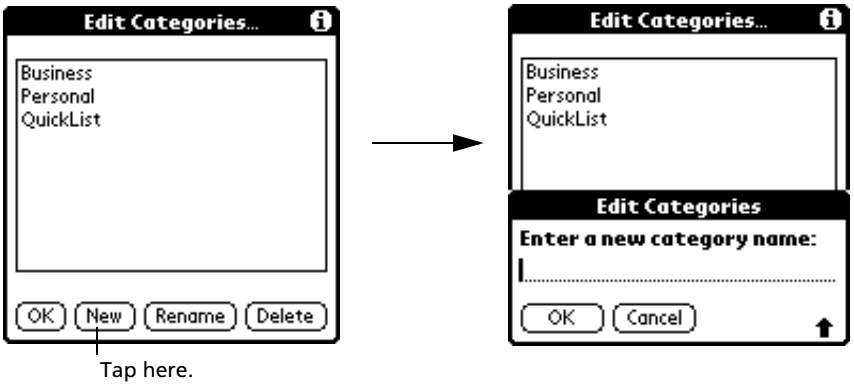


4 Enter the name for the new category.

5 Tap OK.

6 Tap OK to exit the Edit Categories dialog box.

To rename a category:

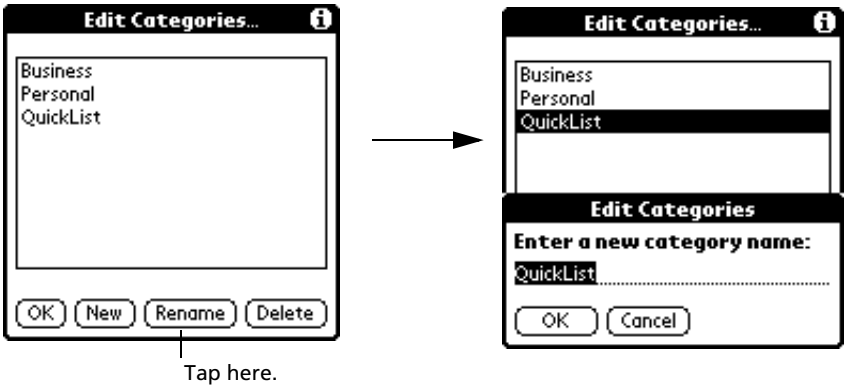
1 Tap the pick list in the upper right corner of the screen.

2 Tap Edit Categories.

3 Select the category you want to rename.

4 Tap Rename.

5 Enter the new name for the category.



6 Tap OK.

7 Tap OK to exit the Edit Categories dialog box.

TIP: You can move records from multiple categories into a single category by renaming all discrete categories with a single category name. For example, if you rename the Personal Category to Business, all records formerly associated with the Personal category will now appear under the Business category.

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Finding records

Acer s10 lets you find information in several ways:

- All internal applications: Find locates a specified text, starting with the current application.

NOTE: Find does not search through applications stored in a resident expansion card.

- Date Book, To Do List, and Memo Pad: Use Phone Lookup to display the Address list screen and add the information from this list to a record.
- Address Book: Enter the first letters of a name in the Look Up line to immediately scroll to that name.
- Expense: Use Lookup to display the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record. For more information, see "Entering receipt details" on page 106.
- Mail: Use Lookup to access information in your Address Book.

Finding Address Book records

You can look up Address Book records in two ways:

- Use the scroll button on the front panel of your device
  - In the Address list screen, the scroll button moves up or down an entire screen of records. Holding down the button will accelerate scrolling and display every third screen.
  - In Address view screen, the scroll button moves to the previous or next address record.
- Type the first few letters of a name in the Look Up line at the bottom of the Address screen.

The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that begins with those two letters. For example, writing a “b” scrolls to “Bennet’, and writing ‘br’ scrolls further to “Bristol”.

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Using the Find option

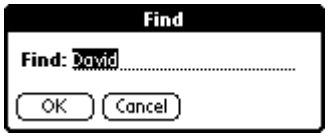
The Find option lets you locate text in any or all applications. For example, if the text "dog" appears in the Address Book and the Date Book, the Find option displays both occurrences in the Find dialog box.

To use the Find option:

1 Tap the Find icon to display the Find screen.

TIP: Select text in an application before tapping Find to automatically place the text in the Find dialog box.

2 Enter the text you want to find.



The Find option is not case sensitive; searching for "david" also finds "David".

3 Tap OK.

Find searches for the text in all records and all notes within all internal applications.

NOTE: Find does not search through applications stored in a resident expansion card.

Find will locate all matches that begin with the supplied text. It will not find words where the supplied text appears in the middle or at the end of a word. For example, searching for "break" will find "breakfast" but not "fastbreak".

As Acer s10 searches for the text, you can tap Stop to stop the search at any time. To continue the search after tapping Stop, tap Find More.

Using Phone Lookup

The Phone Lookup option lets you add a telephone number from the Address list to an entry in another application. For example, you can add your dentist's telephone number to your dental appointment date in the Date Book.

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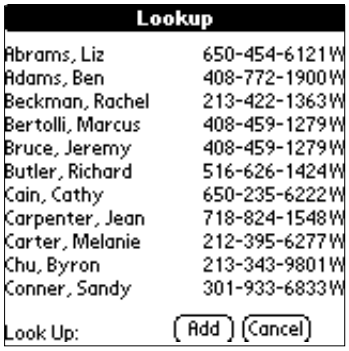
To use Phone Lookup:

1 Display the record in which you want to insert a phone number. The record can be in the Date Book, the To Do List, the Memo Pad, or Mail.

2 Do one of the following:

- Tap the Menu icon . Open the Options menu, and then tap Phone Lookup.
- Tap the inverted application title tab at the top of the screen; then tap Options and tap Phone Lookup.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an L, the shortcut for the Phone Lookup command.

The Phone Lookup screen appears.



3 Do one of the following:

- Select a record.
- Write the first few letters of the name you want to add.

  The List srolls to the first record in the list that starts with the letters you enter. When you see the name you're looking for, tap it.

4 Tap Add.

TIP: You can also search based on selected text. Drag to highlight the text, then write the Graffiti Phone Lookup command stroke "L". Acer s10 replaces the selected text and adds the name and its associated information.

Adding names to an Expense record

In Expense, Lookup display the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

To add names to an Expense record:

1 Tap the Expense record to which you want to add names.

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2 Tap Details to display the Receipt Details screen.

3 Tap Who.

4 Tap Lookup.

The Attendees Lookup screen displays all the names in your Address Book that have data in the Company field.

5 Select the name that you want to add.

6 Tap Add.

The name appears in the Attendees screen.

7 Repeat steps 5 and 6 to add more names.

8 Tap Done.

9 Tap OK.

Sorting records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that display lists—in the Address Book, To Do List, Memo Pad, and Expense.

To sort records in the To Do List and Expense applications:

1 Open the application to display the list screen.

2 Tap Show.

3 Tap the Sort By pick list, and select an option.

4 Tap OK.

To sort records in Memo Pad:

1 Open the application to display the list screen.

2 Do one of the following:

- Tap the Menu icon . Open the Options menu, and then tap Preferences.
- Tap the inverted application title tab at the top of the screen; then tap Preferences in the Options menu.

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- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an R, the shortcut for the Preferences command.

The Preferences dialog box appears.

3 In the Preferences dialog box, tap the Sort by pick list and select an option—Alphabetic or Manual.

4 Tap OK.

To sort the Memo List manually:

- Tap and drag a memo to a new location in the list.

TIP: To display the list of your memos on your computer as you arranged them manually on your Acer s10, open Memo Pad in the Palm Desktop software, click List By, and select Order on Handheld.

Making records private

In all the basic applications except the Expense and Mail applications, you can make individual records private. Private records remain visible and accessible until you select a security setting to Hide records.

Private records can be either masked or hidden. Masked private record are covered with a gray bar and are are marked with a lock icon. Hidden private records completely disappear from the screen.

Refer to "Security" on page 41 for procedures on how to mask and hide private records.

To make a record private:

1 In your application, display the entry you want to make private.

2 Tap Details.

3 Tap the Private check box.

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4 Tap OK. An alert box appears.

Memo 1 of 1
Unfiled
Private Records
You have marked this record Private. Go to the Security application or the Security menu item and choose Mask Records or Hide Records to mask or hide all Private records.
OK

5 Tap OK.

Attaching notes

You can attach notes to records in all the basic applications except the Memo Pad. A note can be up to several thousand characters long.

To attach a note to a record:

1 Display the entry to which you want to add a note.

2 Tap Details.

NOTE: In Address Book only, tap Edit first to be able to display and tap Details.

3 Tap Note.

4 Enter your note.

5 Tap Done. A Note icon appears to the right of any item containing a note.

To review or edit a note:

- Tap the Note icon.

To delete a note:

1 Tap the Note icon.

2 Tap Delete.

3 Tap Yes.

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Choosing fonts

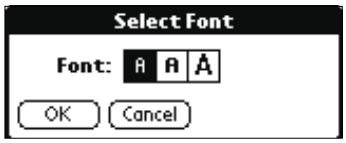
You can change the font style in all basic applications except the Expense application. You can choose a different font style for each application.

To change the font style:

1 Open an application.

2 Do one of the following to display the Select Font screen:

- Tap the Menu icon . Open the Options menu, and then tap Font.
- Tap the inverted application title tab at the top of the screen; then tap Font in the Options menu.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an F, the shortcut for the Font command.



3 Tap the font style you want.

4 Tap OK.

Getting information on an application

You can get information on any application by displaying its About box. The About box displays the name and version number of the application.

To display the About box:

1 Do one of the following:

- Tap the Menu icon , then tap Options.
- Tap the inverted application title tab at the top of the screen; and then tap Options.

2 In the Options menu, tap About.

The text following the About command differs based on your location. For example, if you're in the Date Book, the command is About Date Book; if you are in the Address Book, the command is About Address Book.

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Application-specific tasks

This section explains how-to-do instructions specific for each task of your basic applications.

Using Date Book

Date Book lets you conveniently manage your schedules and appointments or any other activities associated with a time and date.

Scheduling events

An entry in the Date Book is called an *event*. An event can refer to any activity that you associate with a particular day.

You can schedule the following types of events in Date Book:

- **Timed events**, which have both times and dates
- **Untimed events**, for example, birthdays or anniversaries
- **Repeating events**, such as a weekly meeting held on the same day at the same time
- **Continuous events**, such as a vacation or three-day conference
- **All day events**, which reflect the default hours of a day as set by the user

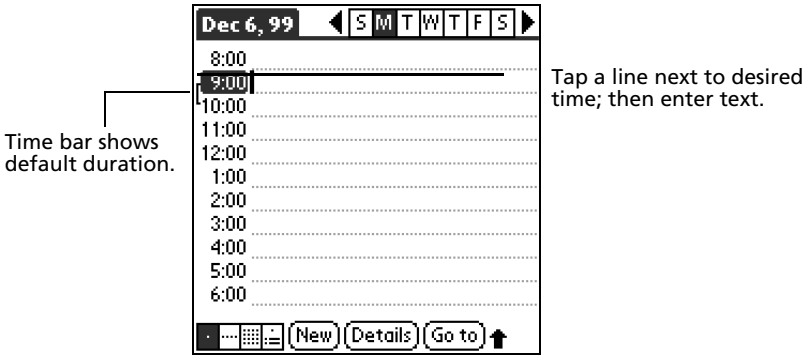
When you schedule an event, its description appears on the time line, and its duration is set to 1 hour by default. You can easily change the start time and duration for any event.

Scheduling timed events

You can schedule timed events for the current date or for future dates.

To schedule a timed event for the current date:

1 Tap the time line next to the time that corresponds to the start of the event.



2 Enter a description of the event. Event description can be up to 255 characters in length.

3 Set the event's duration:

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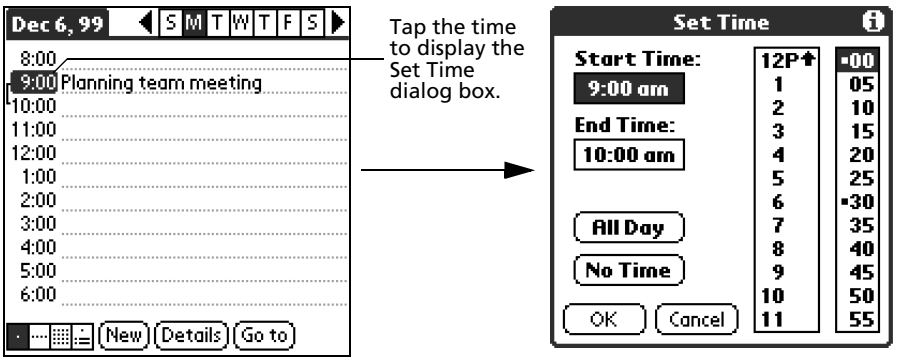
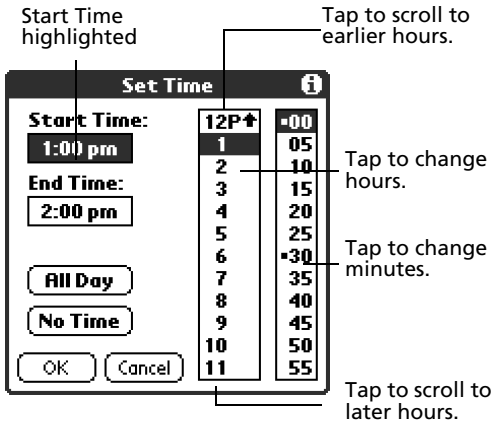
- If the event is 1-hour long, skip to the end of this procedure.
- If the event is longer or shorter than an hour, tap directly on the time to open the Set Time dialog box. Proceed to step 4.



TIP: You can open the Set Time dialog box (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

4 Set the duration of the event in either of the following ways:

- Tap the time columns in the Set Time dialog box to set the Start Time; then, tap on the End Time time columns to set the End Time.
- Tap All Day if the event lasts all day. The default hours of a standard business day are set by the user, and may be changed using the Preferences command in the Date Book application. See the section "Changing the displayed Start and End Times" on page 79.



5 Tap OK.

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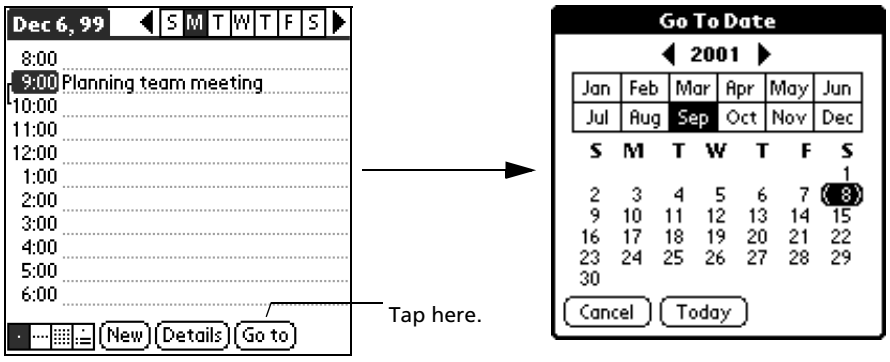
To schedule a timed event for another date:

1 Select the date you want in one of the following ways:

- Tap the desired day of the week in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.

- Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.



2 After locating the desired date, follow the steps for scheduling an event for the current day.

Scheduling untimed events

You can schedule untimed events for any date. Untimed events appear at the top of the list of times marked with a diamond.

To schedule an untimed event:

1 Select the event date you want, as described in the previous procedure, “To schedule a timed event for another date.”

2 Tap New.

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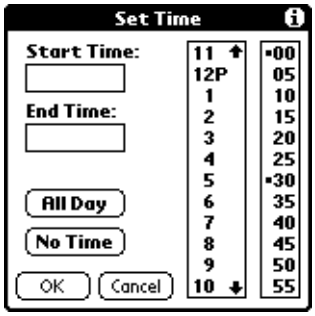
3 In the Set Time dialog box, tap No Time, so that the start and end times are defined for the new event.

NOTE: You can tap OK instead but make sure nothing is entered for start or end time.



TIP: You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area. When you start writing, the untimed event appears at the top of the screen

4 Enter a description of the event.

5 Tap a blank area on the screen to deselect the untimed event.

NOTE: If you create a timed event and later want to make it an untimed event, tap directly on the event time on the Date Book screen; then tap No Time and tap OK.

Rescheduling events

You reschedule events using the Details option in the Date Book. You can also use the Details option to convert untimed events into timed events.

To reschedule an event:

1 Tap the event you want to reschedule.

2 Tap Details.

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3 To change the time, tap the Time box , then select a new time.

To change the date, tap the Date box, then select a new date

4 Tap OK.

Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

Repeating events include a birthday or a weekly photography lesson that falls on the same day of the week and the same time of day.

Continuous events might include a business trip or a vacation.

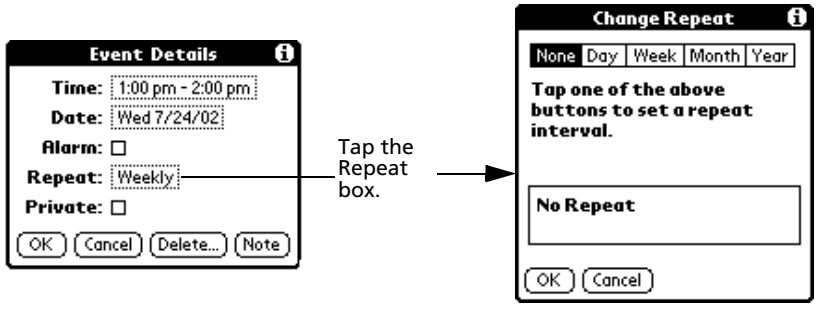
To schedule a repeating or continuous event:

1 Tap the event. (Be sure to tap the event and not the time next to the event.)

Typically, a continuous event is an untimed event.

2 Tap Details.

3 Tap the Repeat box to open the Change Repeat dialog box.



4 Tap Day, Week, Month, or Year to set how often the event repeats.

For a continuous event, tap Day.

5 Enter a number that corresponds to how often you want the event to repeat on the Every line. For example, if you select Month and enter the number 3, the event repeats every third month.

6 To set an end date for the repeating or continuous event, tap the End On pick list and tap Choose Date. Use the date picker to select an end date.

7 Tap OK. The Repeat icon indicates that a repeating event appears to the far right on the event line.

Making changes to repeating or continuous events

When changes are made to a repeating or continuous event you have the option of applying the change to just the current event, the current event and all future occurrences of this event, or all occurrences of this event - past, present, and future.

To delete repeating events:

1 Select the event you want to delete.

2 Tap Details. The Event Details screen opens.

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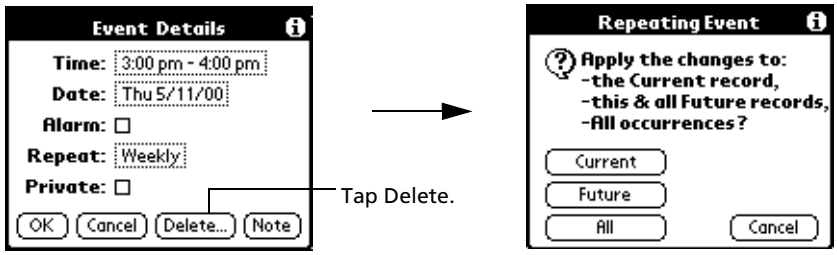
NOTE: You can also tap the Menu icon; select Record, and then tap Delete Event. This opens the Repeating Event screen.

3 Tap Delete. The Repeating Event screen opens asking for confirmation of the delete.:



4 Select one of the following options:

Current Deletes a single occurrence of this event.

Future Deletes the current event and all future occurrences of this event.

All Deletes all past, current, and future occurrences of this event.

The event is removed from your Date Book and you are returned to the Day view where you started. These steps apply to all changes you make to repeating or continuous events.

About scheduling repeating or continuous events

Keep the following in mind when scheduling repeating or continuous events:

- If you change the start date of a repeating event, Acer s10 calculates the number of days you moved the event. It then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and Acer s10 creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Acer s10 adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (for example, time, alarm, private) of a repeating event and apply the change to all occurrences, Acer s10 creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon.

Adding Address Book information to an event

You can add a name, address, and telephone number to an event using the Phone Lookup option. For instructions, refer to "Using Phone Lookup" on page 60.

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Setting the alarm for an event

The Alarm setting lets you set an audible alarm for events in your Date Book, and display an onscreen reminder. For untimed events, only the reminder message appears.

You can set an alarm for minutes, hours, or days before an event. When you set an alarm, an Alarm icon appears to the far right of the event with the alarm.

You can also set a silent alarm for untimed events that displays a reminder message onscreen before the day of the event. The alarm triggers at the specified period of minutes, hours, or days before midnight of the day on which the untimed event begins.

For example, you set a 5-minute alarm for an untimed event that occurs on February 4. The reminder message will appear at 11:55 p.m. on the night of February 3. The reminder remains onscreen until you turn on your Acer s10 and tap OK to turn off the reminder.

To set an alarm for an event:

1 Tap the event to which you want to assign an alarm.

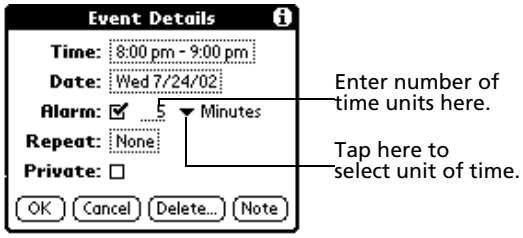
2 Tap Details.

3 Tap the Alarm check box to select it.

4 The default setting, 5 Minutes, appears.

5 Set the alarm time:

- Select the 5 next to the Alarm check box and enter any number from 0 to 99 (inclusive) as the number of time units.
- Tap the pick list to change the time unit; select Minutes, Hours, or Days.



6 Tap OK.

Once an alarm has gone off, you can tap the Snooze option to dismiss the alarm for a 5-minute period.

To dismiss the alarm using the Snooze option:

When the alarm dialog box appears, tap Snooze to delay the alarm for a preset five-minute period.

Each time you tap Snooze, the alarm is dismissed for an additional 5-minute period.

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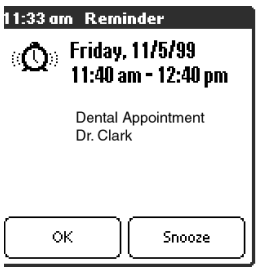

Setting alarm options

You can use Preferences to set alarm options, including:

- For the alarm to go off automatically for each new event
- Set a tone for the alarm
- Set the number of times the alarm sounds

To set alarm options:

1 To open the Preferences dialog box, do one of the following:

- In Date Book, tap the Menu icon, open the Options menu, and then tap Preferences.
- Tap the inverted application title tab at the top of the Date Book screen to display the menu bar, select Options, then tap Preferences.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. Draw an R, the Graffiti shortcut for the Preferences command.

2 Select from the following options:

Start/End Time Let you set the start and end time for the Date Book view. See "Changing the displayed Start and End Times" on page 79.

Alarm Preset Let you set an alarm for each new event automatically. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

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Alarm Sound Tap the pick list to set the tone of the alarm. Options include Alarm, Alert, Bird, Concert, Phone, Sci-fi, and Wake Up.

Remind Me Tap the pick list to define how many times the alarm sounds—once or twice; or three, five, or ten times.

Play Every Tap the pick list to define how often the alarm sounds—every minute; or every 5, 10, or 30 minutes.

3 Tap OK.

Changing the Date Book view

The Date Book includes four views for displaying your appointments:

- Day view
- Week view
- Month view
- Agenda view

You also have the option to display the current time.

To display the Date Book views:

Do one of the following:

- Press the Date Book application button repeatedly to cycle through all the Date Book views.
- Tap a view icon in the lower-left area of the Date Book screen.

To display the current time:

1 Tap and hold down the stylus on the date in the date bar to display the current time.

2 Release the stylus to re-display the the date.

Working in Week view

Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To work on the Week view:

1 Do one of the following to display the Week view:

- Tap the Week view icon.
- Press the Date Book button until the Week view appears.

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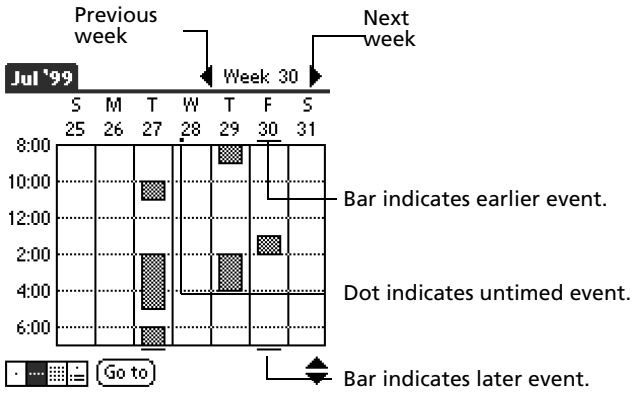
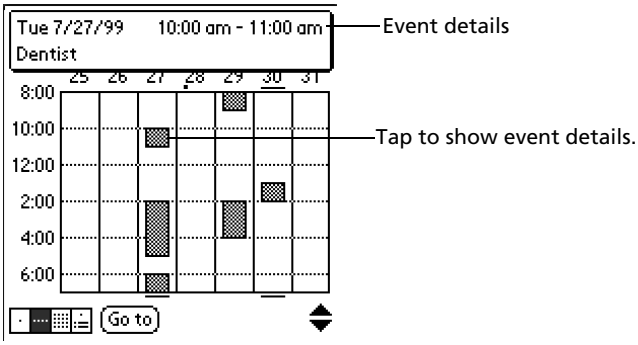
2 Tap the left and right navigation controls to move forward or backward a week at a time, or tap on a specific day to display the details of an event.

NOTE: The Week View also shows untimed events and events before and after the range of times displayed.



3 Tap an event to display a description of the event at the top of the screen.



Tips for using Week view

Keep the following points in mind when using Week view:

- To reschedule an event while in Week view, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.

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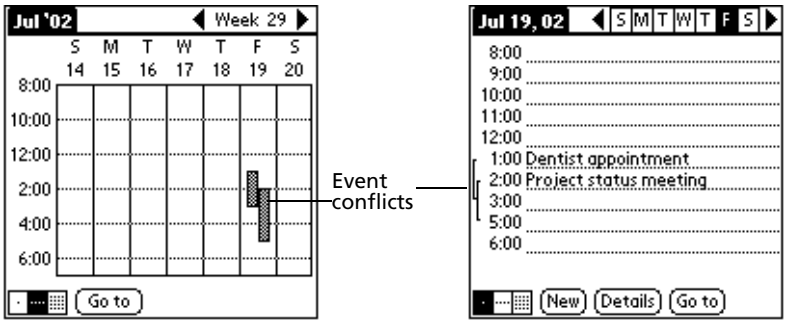
- The Week view displays the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event.

Spotting event conflicts

With the ability to define specific start and end times for any event, it is possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week view as overlapping time bars and in the Day view as overlapping brackets to the left of the conflicting times.



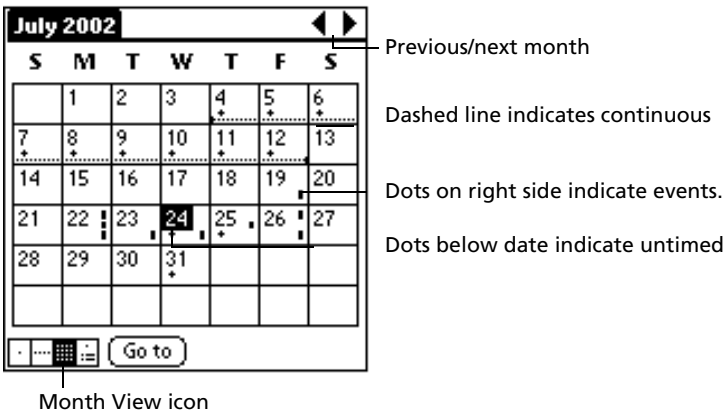
Working in Month view

The Month View screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events.

To display the Month view:

Do one of the following:

- Tap the Month view icon.
- Press the Date Book button until the month view appears.


July 2002
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Go to
Previous/next month
Dashed line indicates continuous
Dots on right side indicate events.
Dots below date indicate untimed
Month View icon

You can control the dots and lines that appear in the Month View. See "Display options" on page 81 for more information.

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Tips for using Month view

Keep the following points in mind when using the Month view:

- Tap a day in the Month view to display that day in the Day view.
- Tap the scroll arrows in the upper right corner to move forward or backward a month.
- Tap Go To to open the date selector and select a different month.
- Use the scroll buttons on the front panel of your Acer s10 to move between months. Press the top button to display the previous month, the bottom button to display the next month.

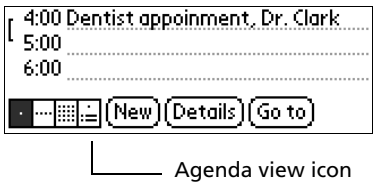
Working in Agenda view

The Agenda view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the Agenda view to check off completed To Do List items. To go to a Day View of any event on the Agenda view screen, simply tap the desired event.

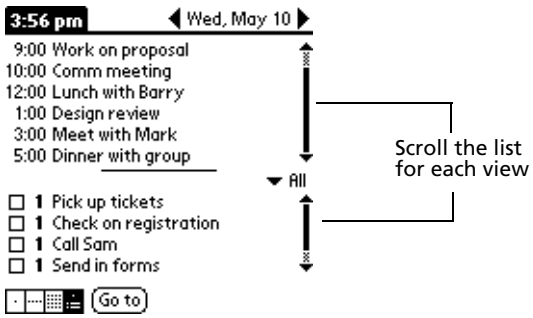
To work on the Agenda View:

1 Do one of the following to display the Agenda view:

- Tap the Agenda view icon.
- Press the Date Book button until the Agenda view appears.



2 Tap the navigation bars to move forward or backward a day at a time or to display more events and To Do items.



Tips for using Agenda view

- Tap any appointment while in Agenda view to display the Day View of the appointment.
- Check off completed To Do List items in the Agenda view, or click a description of an item to go directly into the To Do List application.

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- You can change the category of To Do items shown. Tap the pick list and select the new category. For more information on To Do items, refer to "Using To Do List" on page 91.

Changing the displayed Start and End Times

To change the start and end time in the Date Book:

1 Do one of the following to display the Preferences dialog box:

- In Date Book, tap the Menu icon, open the Options menu, and then tap Preferences.
- Tap the inverted application title tab at the top of the Date Book screen to display the menu bar, select Options, then tap Preferences.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. Draw an R, the Graffiti shortcut for the Preferences command.

The Start and End Time are used by the various Date Book screens. The Day view schedules events to start and end at these times when the All Day option is selected. The Week view displays the time span defined by the Start Time and End Time.

2 Tap Start Time and use the scroll arrows to select a new start time for the Date Book screens.

3 Tap End Time and use the scroll arrows to select a new end time for the Date Book screens.

NOTE: If the selected time slots for the Start and End time do not fit on one screen, you can tap the scroll arrows to scroll up and down.

4 Tap OK.

Date Book menus

Date Book menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Date Book has three menus: Record, Edit and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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Record menu

Edit menu

Options menu

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Display options

In Day or Month view, you can change which events appear in the Date Book. In Day view, you can display time bars that highlight event conflicts.

In Day view:

- **Show Time Bars.** Tap to display time bars showing the duration of an event and any event conflicts.
- **Compress Day View.** Tap to display start and end times for each event with the blank time slots on the bottom of the screen absent to minimize scrolling. Clear the option to display all time slots.

In Month view:

Select whether to display Timed, Untimed, or Daily Repeating events. You can activate any or all of these options.

About Date Book

Shows version information for Date Book.

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Using Address Book

Address Book lets you keep names, addresses, phone numbers, and other information about your personal and business contacts.

Creating an Address Book entry

A record in Address Book is called an *entry*. You can create entries on your Acer s10 or you can use your Palm Desktop software to create entries on your computer and then download them to your Acer s10 during your next HotSync operation.

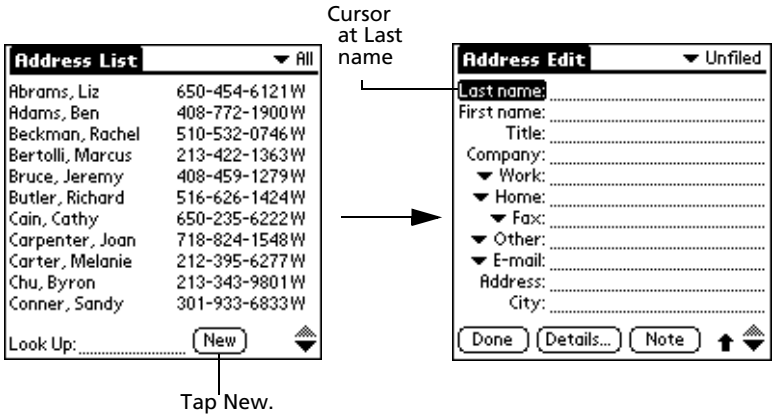
Palm Desktop software also has data import capabilities that allow you load database files into the Address Book on your Acer s10.

See "Importing data" on page 33 and the Palm Desktop online Help for more information.

To create a new Address Book entry:

1 Press the Address Book button on the front panel of your Acer s10 to display the Address List.

2 Tap New



3 Enter the last name of the person you want to add to your Address Book.

NOTE: Acer s10 automatically capitalizes the first letter of each field (except numeric and email fields).

4 Tap the First Name field to move to it.

TIP: You can also use the Graffiti Next Field Stroke to move to the next field.

5 Enter the individual's first name in the First Name field.

6 If you want to be able to sort the Address Book by company name, enter the information you want in the Company field.

7 Enter any other information that you want to include in the entry.

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NOTE: As you enter letters in the Title, Company, City and State fields, text appears for the first logical match that exists in your Address Book. As you enter more letters, a closer match appears. As soon as the word appears, tap in the next field to accept the word.

8 Tap the scroll arrows to move to the next page of information.

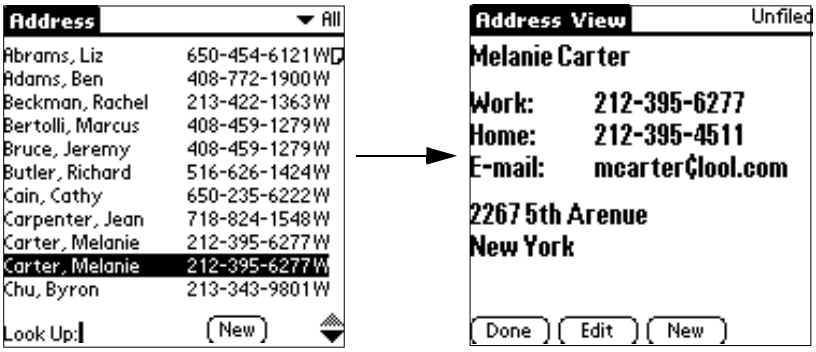
9 To attach a note to an entry, tap Note. Enter the information you want in the Graffiti writing area, and then tap Done.

10 When you have finished entering information, tap Done.

TIP: To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in *If Found Call.* This entry can contain contact information in case you lose your Acer s10.

To view details of an address entry:

1 Tap the address entry in Address List view. The entry appears in Address view.



2 Tap Done when you have finished viewing the entry.

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Selecting different types of phone numbers and addresses

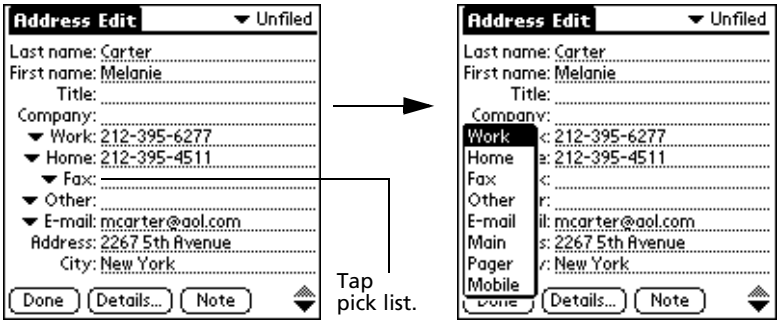
You can select the types of phone numbers or email addresses that an Address Book entry displays. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry:

1 Tap the entry that you want to change in the Address list.

2 Tap Edit.

3 Tap the pick list next to the label you want to change.



4 Select a new label.

Duplicating an entry

You can duplicate existing entries, which can be helpful when you want to enter multiple people from a single organization. When you duplicate an entry, the word *Copy* appears next to the name in the First Name field.

To duplicate an entry:

1 From the Address Book, tap a name you want to duplicate.

2 Do one of the following:

- Tap the Address Edit tab at the top of the screen; then tap Duplicate Record in the Record menu.
- In the Graffiti text area of your device's screen, drag a diagonal line from the lower left to upper right to display the Command toolbar; then write a T in the Graffiti text area to initiate the Duplicate Record command.

3 Edit the record as necessary.

Editing Address Book entries

You can change the type of information that appears in the Address List screen, categorize an entry, and hide an entry for security reasons. You can also delete entries.

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To edit an Address Book entry:

1 Tap the entry that you want to change in the Address list.

2 Tap Edit.

3 Tap Details.

4 In the Address Entry Details dialog box, select any of the following settings:

Show in List Let you select which type of phone or other information to appear in the Address List screen. Options include Work, Home, Fax, Other, E-mail, Main, Pager and Mobile. The Identifying letters W, H, F, O, M or P appear next to the record on which information is displayes. (There is no identifying letter when E-mail is selected.)

Category Let you select a category to which you want to assign the entry.

Private Let you hide the entry when Security is turned on.

You can also use the Delete and Note buttons.

- **Delete**. Tap to delete the entry.
- **Note**. Let you create a note. Tap the button, then enter information in the Graffiti writing area, and tap OK.

5 Tap OK.

Changing the Address Book display

You can change how Address Book lists are sorted by using Preferences.

To change how lists are sorted:

1 To open the Preferences dialog box, do one of the following:

- In Address Book, tap the Menu icon, open the Options menu, and then tap Preferences.
- Tap the inverted application title tab at the top of the Address Book screen to display the menu bar, select Options, then tap Preferences.

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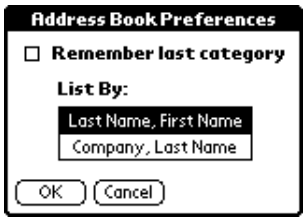
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. Draw an R, the Graffiti shortcut for the Preferences command.

The Preferences screen appears.



2 Choose an option to sort Address Book lists from the List By pick list:

Last Name, First Name	Address Book list is sorted alphabetically by an individual's last name and then first name.
Company, Last Name	Address Book list is sorted by the company name, and then an individual's last name.

3 Tap OK.

Address Book menus

Address Book menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Address Book has three menus: Record, Edit and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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Record menu

The Record menu differs depending on whether you're displaying the menu bar from the Address list or from the Address View screen.

Address list

Address View

Dial Initiates dialing of an infrared-equipped mobile phone by sending the telephone number through the IR port of your Acer s10 to the phone.

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Edit menu

Options menu

The Options menu differs depending on whether you're displaying the menu bar from the Address list or from the Address View screen.

Address list

Address View

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Preferences

- **Remember Last Category**. Determines how Address Book appears when you return to it from another application. If you check on the box, Address Book shows the last category you selected. If you clear it, Address Book displays the All category.
- **Enable Tap Dialing**. Allow automatic dialing by tapping a telephone number in Address Book. You must have an infrared-equipped mobile phone near your Acer s10 to use this feature.

Rename Custom Fields

These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. Names of these custom fields appear in all entries.

About Address Book

Shows version information for Address Book.

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Using To Do List

To Do List is a convenient place to create reminders and prioritize the things that you have to do.

Creating To Do List items

A To Do List item is a reminder of some task that you have to complete. A record in the To Do List is called an *item*.

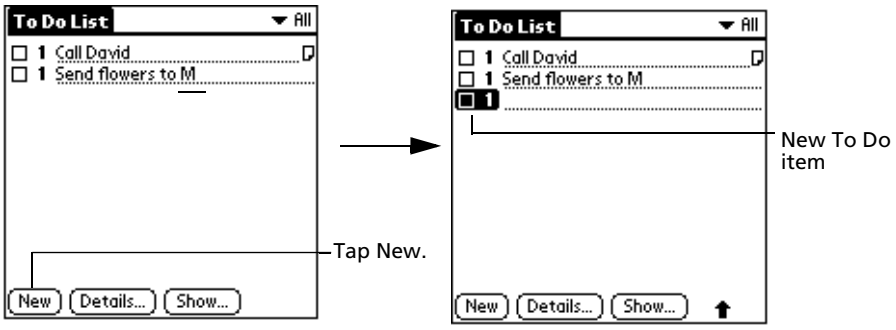
To create a To Do List item:

1 Press the To Do List button on the front panel of your Acer s10 to display the To Do List.

2 Tap New.

3 Enter the text of the To Do List item. The text can be longer than one line.

TIP: If no To Do List item is currently selected, writing in the Graffiti writing area automatically creates a new item.



4 Tap anywhere onscreen to deselect the To Do List item.

TIP: You can add a name, address, and phone number to a To Do List item using the Phone Lookup option. For more information, refer to "Using Phone Lookup" on page 60.

Setting To Do List priorities

You can set priorities for tasks in your To Do List according to their importance or urgency. By default, items are arranged by priority and due date; on top of the list are priority 1 (most important) items. Changing an item's priority may move its position in the list.

New To Do List items automatically have a priority level of 1. If you select another item first, before creating a new item, the item you create appears beneath the selected item with the same priority as the selected item.

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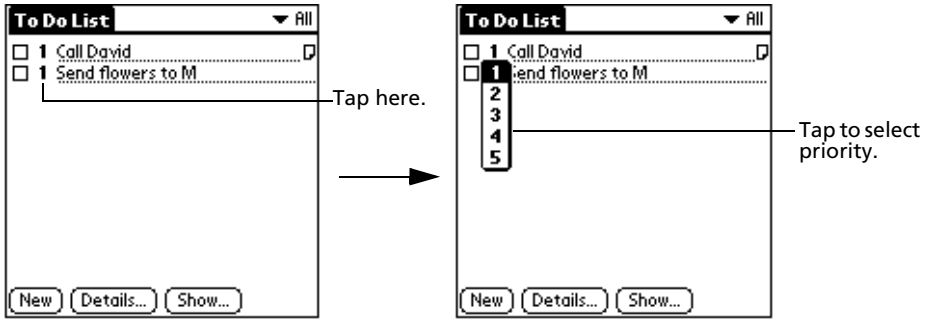
To set the priority of a To Do List item:

1 If priorities aren't visible in the To Do List, tap the Show button at the bottom of the screen, tap Show Priorities, and tap OK.

2 Tap the Priority number on the left side of the To Do List item. The drop-down column of priority levels appears.



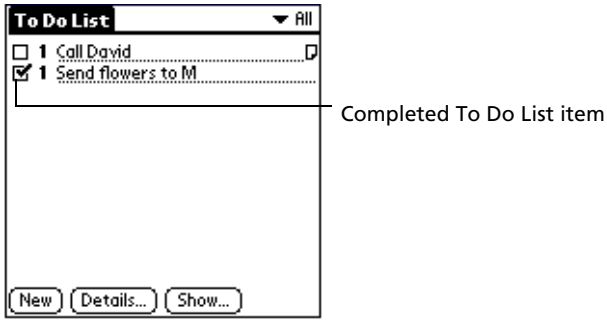
3 Tap the Priority number that you want to set for the item, with 1 as the most important and 5 as the least important.

Checking off a To Do List item

You can check off a To Do List item to indicate that you've completed it.

To check off a To Do List item:

Tap the check box on the left side of the item. The check mark indicates that the item has been completed already.



To remove a completed To Do List item:

1 On the bottom of the To Do List screen, tap the Show button.

2 Tap Show Completed Items. Your completed To Do items disappear from the list.

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NOTE: Items that no longer appear on the list because Show Completed Items is turned off have not been deleted. They are still in the memory of your Acer s10. You must purge completed items to remove them from memory. Refer to "Purging records" on page 56 for more information.

Changing To Do List items details

You can change the details of a To Do List item including the priority level, the item category, the assigned due date, and the security status.

To change the To Do List item details:

1 In the To Do List, tap the item that you want to change.

2 Tap Details. The To Do Item Details screen appears.

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3 Choose from the following options:

Priority Tap the Priority number that you want to set for the item, with 1 as the most important and 5 as the least important.

Category Tap the pick list to select a category for the item.

Due Date Tap No Date to open the Due Date pick list.

Tap the date that you want to assign the item. Options include:

- **Today**. Assigns the current date.
- **Tomorrow**. Assigns tomorrow's date.
- **One Week Later**. Assigns the date exactly one week from the current date.
- **No Date**. Removes the due date from the item.
- **Choose Date**. Displays the date selector from where you can select a particular due date for the item.

Private Tap Private to hide this item when Security is turned on.

You can also use the Delete and Note buttons.

- **Delete**. Tap to delete the item.
- **Note**. Let you create a note. Tap the button, then enter information in the Graffiti writing area, and tap OK.

4 Tap OK.

TIP: If you turn on the Show Due Dates option in the To Do Preferences dialog box, you can tap directly on the due date in the To Do List to open the pick list shown in step 3.

Sorting To Do items

After setting the item's option details, you can then sort To Do List items by priority, due date, or category.

To sort To Do List items:

1 Tap the Show button on the bottom of the To Do List screen. The To Do Preferences screen appears.

2 Tap Sort by.

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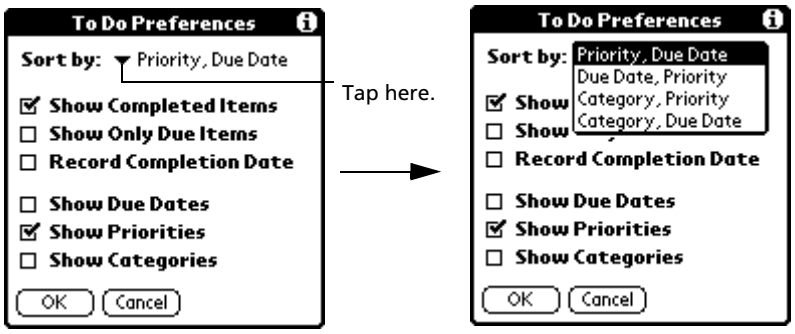

3 Select an option from the Sort by pick list:

Priority, Due Date	Sort items by priority first, and then due date.
Due Date, Priority	Sort items by due date first, and then priority
Category, Priority	Sort items by category first, and then priority
Priority, Category	Sort items by priority first, and then category.

4 Tap OK.

Displaying completed and due items

You can have the To Do List display completed items and their completion dates, as well as due items and their due dates.

To display completed and due items in the To Do List:

1 In the To Do List, tap the Show button. The To Do Preferences screen appears.

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2 In the To Do Preferences screen, tap any of the following settings to activate it.

Show Completed Items	Displays completed items in the To Do List. If this setting is turned off, completed To Do items disappear from the list, but are kept in the memory of your Acer s10. You must purge completed items to remove them from memory.
Show Only Due Items	Displays only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still appears when you complete the item.
Show Due Date	Displays the due dates for items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.
Show Priorities	Displays the priority setting for each item.
Show Categories	Displays the category for each item.

3 Tap OK.

To Do List menus

To Do List menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

To Do List has three menus: Record, Edit and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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Record menu

Edit menu

Options menu

About To Do List Shows version information for To Do List.

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Using Memo Pad

Memo Pad provides a place to take notes that are not associated with records in the Date Book, Address Book, or To Do List.

Creating memos

A record in the Memo Pad is called a *memo*. A memo can contain up to 4,000 characters. The number of memos you can store is limited only by the memory available on your Acer s10.

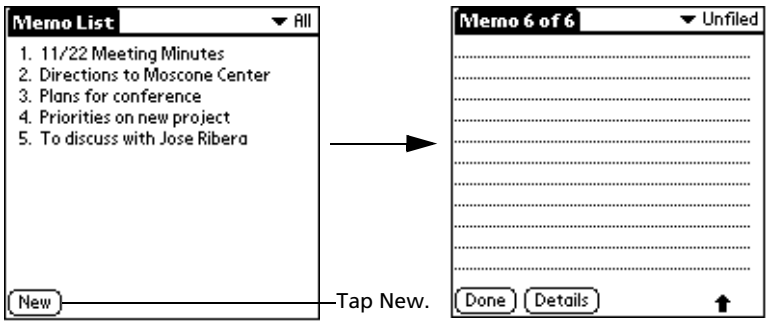
NOTE: Your Acer s10 has an internal memory capacity of 16 MB.

When you create a new memo, you can add information to it from the Address Book application, such as a phone number or address, using the Phone Lookup option. Refer to "Using Phone Lookup" on page 60.

To create a new memo:

1 Press the Memo Pad button on the front panel of your Acer s10 to display the Memo list

2 Tap New.



TIP: You can also create a new memo by beginning to write in the Graffiti writing area in the Memo List screen. The first letter is automatically capitalized and begins your new memo.

3 Enter the text you want to appear in the memo. Use the Graffiti carriage return stroke to move down to new lines in the memo.

4 Tap Done.

NOTE: You can categorize memos. See "Categorizing records" on page 56.

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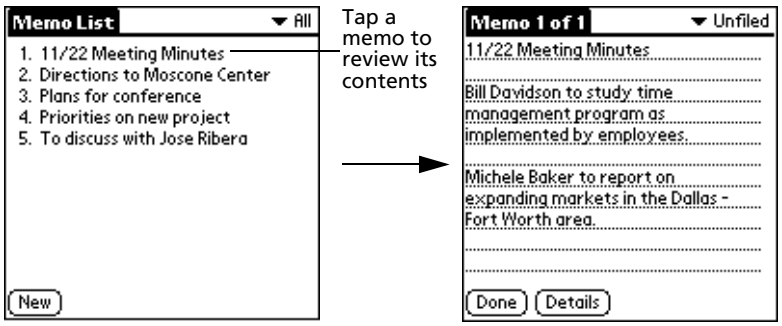
Reviewing memos

The Memo list displays the first line of a memo. This makes it easy to locate and review your memos.

To review a memo:

1 In the Memo List, tap the text of the memo.


Memo List
All
1. 11/22 Meeting Minutes
2. Directions to Moscone Center
3. Plans for conference
4. Priorities on new project
5. To discuss with Jose Ribera
New
Tap a memo to review its contents
Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details

2 Review or edit the text in the memo.

3 Tap Done.

Changing the order in which memos appear in the Memo list

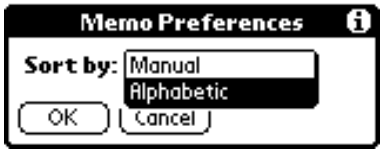
You can use Memo Pad Preferences menu to change the the order memos appear in the Memo list.

To set the sorting mode for Memo list

1 Tap the Menu icon .

2 Tap Preferences.

3 Tap one of the following options:



Manual	Sort new memos in the sequence in which you create them.
Alphabetical	Sort new and existing memos in numerical and then alphabetical sequence.

4 Tap OK.

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Memo Pad menus

Memo Pad menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Memo Pad has three menus: Record, Edit and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Record menus

The Record menu differs depending on whether you're displaying the menu bar from the Memo list or from an open memo.

Memo list

Open memo

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Edit menu

Options menus

The Options menu differs depending on whether you're displaying the menu bar from the Memo list or from an open memo.

Memo list

Open memo

About Memo Pad Shows version information for Memo Pad.

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Using Calculator

The Calculator lets you perform general mathematical functions, such as addition, subtraction, multiplication, division, and square root operation.

Using the Calculator buttons

The Calculator includes several buttons to help you perform calculations.

C	Clears the entire calculation and enables you to begin a fresh calculation.
CE	Clears the last number you entered. Tap this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.
M+	Places the current number in memory. Each new number you enter with the M+ button is added to the total stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Tapping this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
MR	Recalls the total stored value from memory and inserts it in the current calculation.
MC	Clears any value that is stored in the Calculator memory.
√	Calculates the square root of a number. Enter a number then tap this button.
+/-	Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then tap the +/- button.

Displaying recent calculations

The Recent Calculations command lets you review the last series of calculations and helps you confirm a chain of calculations.

To display recent calculations:

1 Tap the Menu icon . The Calculator menu bar appears.

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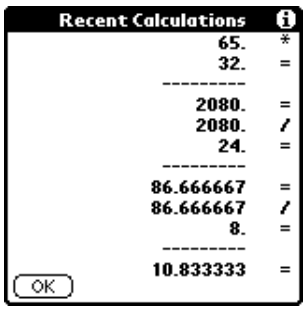
Illustration suggestion (Delete this suggestion when completed): Calculator menu bar

2 Tap Options.

Illustration suggestion (Delete this suggestion when completed): *Options with drop-down window*

3 Tap Recent Calculations.

Illustration suggestion (Delete this suggestion when completed): *Show Recent Calculations screen.*



4 When you have finished reviewing the calculations, tap OK.

Calculator menus

Calculator menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Calculator has two menus: Edit and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Edit menu

Illustration suggestion (Delete this suggestion when completed): *Edit menu drop-down window*

Options menu

Illustration suggestion (Delete this suggestion when completed): *Options menu drop-down window*

About Calculator Shows version information for Calculator.

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Using Expense

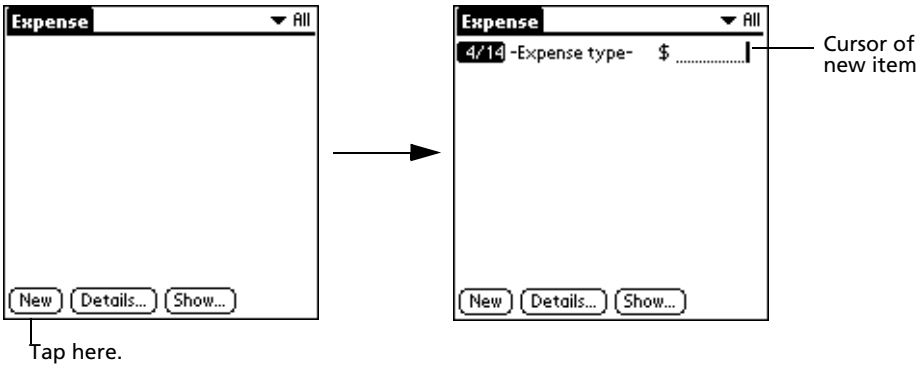
Expense lets you record the date, expense type, and the amount you spent; and then transfer that information to a spreadsheet on your computer.

Creating an Expense item

A record in the Expense application is called an *item*. You can sort Expense items into categories or add other information to an item.

To create an Expense item

1 Tap the Expense icon to display the Expense list screeen.

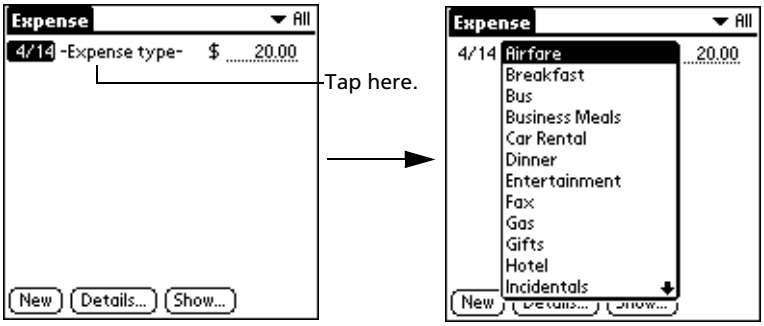


2 Tap New.

TIP: You can also create a new Expense item in the Expense List screen by writing on the number side of the Graffiti writing area. The first number you write begins your new Expense item.

3 Enter the amount of the expense.

4 Tap the Expense type to choose a type from the drop-down list.



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NOTE: As soon as you choose an Expense type, Acer s10 saves your entry. If you do not select an Expense type, it does not save the entry.

TIP: Another quick way to create a new Expense item is to make sure that nothing is selected in the Expense List. Then write the first letter or letters of the Expense type to fill it in automatically, and then write the numerical amount of the Expense item.

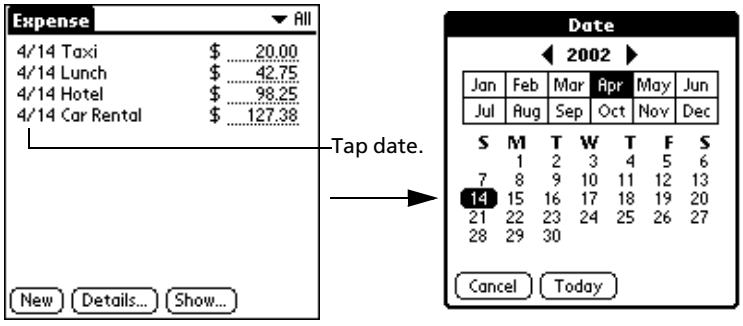
Changing the date of an Expense item

Initially, Expense items appear with the date you enter them. You have the option to change this initial date.

To change the date of an Expense item:

1 Tap the Expense item you want to change.

2 Tap the date of the selected item to display the date selector.



3 Tap the new date.

Entering receipt details

You can add detailed information to an Expense item using the Receipt Details dialog box.

To enter receipt details in the Receipt Details dialog box:

1 Tap the Expense item to which you want to add information.

2 Tap Details to display the Receipt Details dialog box.

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3 Choose from any of the following options:

Category Tap the pick list to select the category for the Expense item. Tap Edit Categories to rename or delete an existing category. You can also choose to create a new category.

Type Tap the pick list to select the expense type for the expense item
Options include Airfare, Breakfast, Bus, Business Meals, Car Rental, Dinner, Entertainment, Fax, Gas, Gifts, Hotel, Incidentals, Laundry, Limo, Lodging, Lunch, Mileage, Other, Parking, Postage, Snack, Subway, Supplies, Taxi, Telephone, Tips, Tolls and Train.

TIP: You can fill in the expense type automatically.

Payment Tap the pick list to select the payment method for the expense item.
Options include American Express, Cash, Check, Credit Card, MasterCard, Prepaid, VISA, and Unfiled.
If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet.

Currency Tap the pick list to select the currency unit for the payment of the expense item.
The default currency unit and the currencies that appear in this list are defined in the Preferences dialog box. You can customize this list.

Vendor Enter the name of the vendor (usually a company) associated with the expense item.

City Enter the name the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City)

Attendees Tap Who to add individual names associated with the Expense item. Refer to "To add attendees' names to an Expense item" on page 109 for more information.

You can also use the Delete and Note buttons.

- **Delete**. Tap to delete the item.
- **Note**. Let you create a note. Tap the button, then enter information in the Graffiti writing area and then tap OK.

4 Tap OK to add the information to the Expense record.

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Adding attendees' names to an Expense item

You have the option to add the names of individuals associated with an expense incurred.

To add attendees' names to an Expense item

1 Tap the Expense item to which you want to add information.

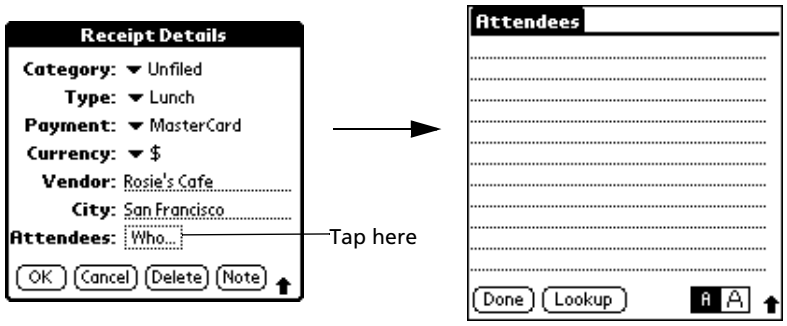
2 Tap Details to display the Receipt Details dialog box.

3 Tap Who to display the Attendees screen.

4 Do one of the following in the Attendees screen:

- In the Graffiti writing area, enter the names of individuals associated with an expense incurred.
- Tap Lookup to display all Address Book names that contain an entry in the Company field of the Address Book record. Select the name you want to add, and tap Add to add the name to the Attendees screen; repeat the step to add more names.

5 Tap Done.



Filling in the expense type automatically

You can select an expense type merely by writing the first letter or letters of an expense type in the Graffiti writing area. For example, writing the letter *T* enters the Taxi expense type. Writing *T* and then *e* enters Telephone, which is the first expense type beginning with the letters *Te*.

To fill in the expense type automatically:

1 Tap the Menu icon to display the Expense menu bar.

2 Tap Options.

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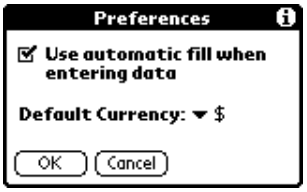
3 Tap Preferences to display the Preferences dialog box.



4 Tap the Use Automatic Fill When Entering Data check box to select the option.

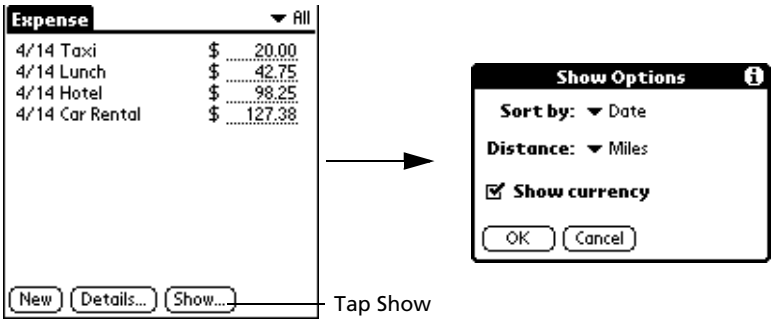
5 Tap OK.

Changing the Expense List display

You can change the display of expenses, including their sort order, the mileage unit, and the currency symbol, using the Show Options dialog box.

To change the Expense List display:

1 In the Expense list, tap Show to display the Show Options dialog box.



2 Choose from the any of the following options:

Sort by	Allows you to set how expense items are sorted. Options include Date and Type.
Distance	Allows you to set the distance unit for the Mileage entries. Options include Miles and Kilometers.
Show Currency	Allows you to either display or hide the currency symbol in the Expense list. Tap the check box to activate this feature.

3 Tap OK.

Changing the currency and symbols display

You can change the currencies and symbols available in the Currency pick list. You can also change the default currency that appears when you create a new expense item.

To change the currencies displayed in the Currency pick list:

1 In the Receipt Details dialog box, tap the Currency pick list.

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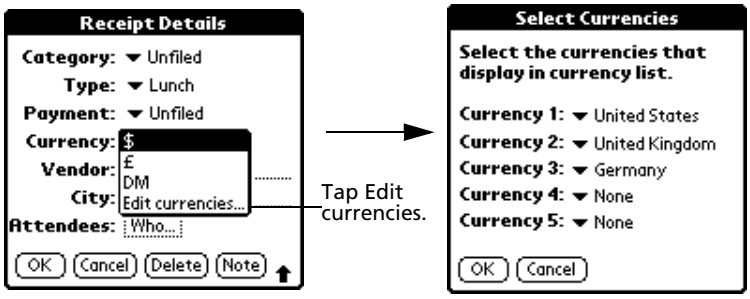
2 Tap Edit Currencies to display the Select Currencies screen.



3 Tap the Currency pick list and select the country whose currency you want to display on that line. You can specify up to five currencies.

4 Tap OK to close the Select Currencies dialog box.

5 Tap OK.

To change the default currency symbol for all Expense items:

1 Tap the Menu icon to display the Expense menu bar.

2 Tap Options.

3 Tap Preferences. to display the Preferences dialog box.

4 Tap the Default Currency pick list to display the currency options.

5 Tap a currency symbol to select it as the default.

6 Tap OK. The symbol you selected appears with all new Expense items. Existing items are not affected.

NOTE: To use a currency symbol only for a selected Expense item, select the symbol in the item's Receipt Details dialog box.

Customizing currency symbols

If the currency you want to use is not in the list of countries, you can create your own custom currency symbol and add it to the Currency pick list.

To define a custom currency symbol:

1 Tap the Menu icon to display the Expense menu bar.

2 Tap Options.

3 Tap Custom Currencies to display the Custom Currencies dialog box.

4 In the Custom Currencies dialog box, tap one of the four Country boxes to display the Currency Properties dialog box.

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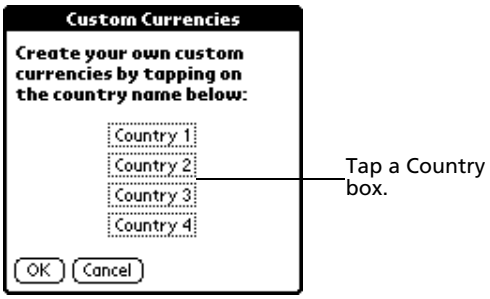
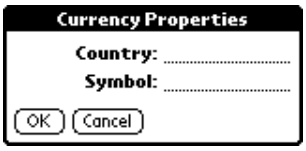


5 In the Currency Properties dialog box, enter the country name and currency symbol that you want to appear in the Expense application.



6 Tap OK to close the Currency Properties dialog box.

7 Tap OK.

NOTE: You can use your custom currency symbol as the default currency symbol. See "To change the default currency symbol for all Expense items

Transferring your data to Microsoft Excel

Once you have entered expenses in the Expense application on your Acer s10, Palm Desktop software lets you view and print the data with your computer.

NOTE: You must have Microsoft Excel version 5.0 or later to view and print your Expense data using one of the provided templates. Microsoft Excel is not included with the Acer s10 handhel package. The procedures in this section assume that you have installed the Palm Desktop software. Refer to 'To install the Palm Desktop software' on page 11 for more information.

Displaying the euro symbol on your computer

When you perform a HotSync operation, the euro symbol is transferred to your computer application like any other piece of data on your Acer s10. The symbol appears in your computer application, however, only if you are using fonts that support the euro symbol.

These fonts are part of the operating system of your computer. They do not reside on your computer application, and they are not produced by Acer Inc. Refer to the documentation that accompanies your computer's operating system for more information.

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Printing the euro symbol

Even with operating system support, problems may arise while printing documents that contain the euro symbol. When a font is present on both the printer and the computer, the printer font is used by default to increase printing speed. If the printer font does not include the euro symbol, a box is printed out instead of it. You can work around this problem by sending a bitmap image of the euro to the printer or by not using the printer's built-in fonts (if allowed).

Creating and printing an expense report

Palm Desktop software makes it quick and easy to view and print your Expense data in a Microsoft Excel spreadsheet.

To create or print an expense report:

1 Perform a HotSync operation to transfer your latest Expense data to your computer.

2 Click the Expense application in Palm Desktop software to open Microsoft Excel and the Expense Report configuration dialog box.

NOTE: If you launch the Expense application from the Start menu instead of from Palm Desktop software, you must first choose your Acer s10's user name.

3 Select the expense category using one of the following techniques:

- Click an expense category.
- Press Ctrl+click to select multiple categories.
- Select All in the Categories group to print the expenses associated with all of your Expense categories.

4 Specify a time period to print:

- Enter a date in the End Date field to define an end date for the expense report.
- Do not enter a date in the End Date field to specify, all expense entries for the selected categories—up to the date of the last HotSync operation.

5 Print or display the expense information, choosing one of the following options:

- Click Print to display the expense report in the Print Preview window, and then click Print in the Microsoft Excel window to print your expense report.
- Click Create to display a Microsoft Excel spreadsheet containing your expense data. Your data appears in Microsoft Excel spreadsheet form. You can enter

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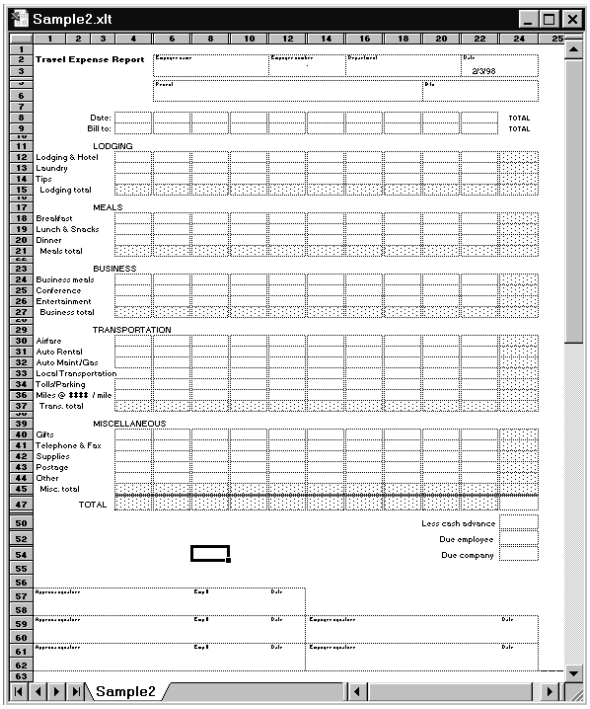
information, make formatting changes, and save and print the file in the normal manner.

Using expense report templates

Palm Desktop software includes several Expense report templates. When you use one of these templates, you can edit your expense data in Microsoft Excel.

The templates have the extension .xlt and are stored in the template folder in the Palm Desktop directory on your computer. To see what a template looks like before you use it, open the template in Microsoft Excel. For example, the template Sample2.xlt looks like this:



To view your expense data using a Microsoft Excel template:

1 Display your expense data in a Microsoft Excel spreadsheet as described in the previous procedure.

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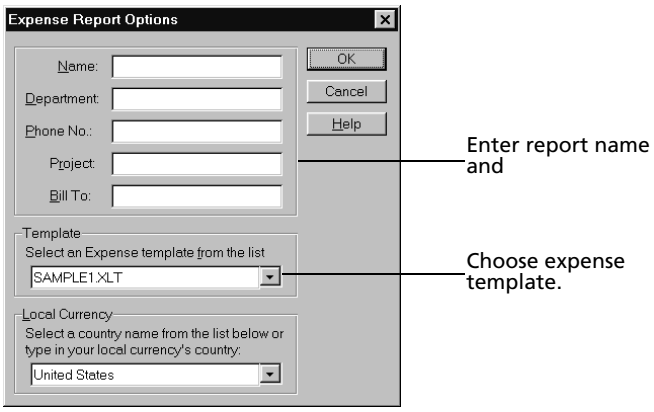
2 Click Options to display the Expense Report Options dialog box.



3 Enter the name, department, and other information as necessary for your expense report.

4 Click the Templates menu.

5 Select an expense template.

NOTE: You can create your custom expense template and have it included in the Templates menu. Refer to "Customizing existing sample templates" on page 308 for more information.

6 Click OK.

Expense menus

Expense menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Expense has three menus: Record, Edit and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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Record menu

Edit menu

Options menu

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5 Working with your supplementary applications

Your Acer s10 includes several supplementary applications that provide innovative features to make your handheld a functional everyday companion:

- Clock
- AudioBox
- Recorder
- eBook Reader
- Backup
- Service Launcher

This chapter is organized into two sections, namely:

- Overview of supplementary applications
- Using your supplementary applications

Overview of supplementary applications

This section will give you a brief description of each supplementary application and explains how to open it.

Clock

The three-in-one function mode of Clock serves a variety of purposes to suit the individual lifestyle of today's busy professional. For the office executive, it is a smart desktop clock, a travel clock for the global entrepreneur and for the athletes, a handy stopwatch.

BottomLine: With Clock in your Acer s10, you can seamlessly manage your time across both your business and personal activities.

You can do the following in Clock:

- View the current date and time in your local area.
- View the current date and time in two preselected cities.
- Set alarm reminders for your business and personal schedules.
- Monitor time-critical activities, such as a sports competition or a time-balancing study.

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To launch Clock:

- In the Main screen of Applications Launcher, Tap the Clock icon . By default, Clock opens in City Clock mode.

AudioBox

AudioBox, Acer s10's built-in MP3 player, allows you to play your favorite .mp3 files saved in a resident *Memory Stick*.

The smartly-designed user interface of AudioBox provides all the standard functions of a dedicated .mp3 player built into your Acer s10.

BottomLine: Combining serious business and musical pleasure need not require a bunch of gadgets anymore — only your Acer s10.

You can do the following in AudioBox:

- Instantly play your favorite .mp3 files.
- Set a play mode for the playback of your favorite tracks.

To launch AudioBox:

1 Insert a *Memory Stick* containing an .mp3 file into the *Memory Stick* slot of your Acer s10.

Refer "To insert a *Memory Stick*" on page 217 for instructions.

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2 In the Utilities screen of Applications Launcher, tap the AudioBox icon . The AudioBox main screen appears.

When the AudioBox icon is tapped and no *Memory Stick* is detected, a warning message pops up.

Tap OK to close the application; insert a *Memory Stick* containing an .mp3 file then repeat step 2.

When a *Memory Stick* is detected but no .mp3 file is detected, a warning message pops up.

Tap OK to close the application; insert a *Memory Stick* containing an .mp3 file then repeat step 2.

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Recorder

Recorder allows you to conveniently record audio files whenever and wherever you need to and store it either in your Acer s10's internal memory (.pdb format) or in a *Memory Stick* (.mp3 format). This function is especially useful when you need to record notes but jotting them down is not as efficient as in the case of large number figures or highly-detailed procedures.

BottomLine: Scrawling all those figures and instructions during meetings prevents you from *being part* of the meeting. With Recorder, you can focus on what is being discuss without worrying if you have that decimal point on figure 4 correct.

You can do the following in Recorder:

- Record audio files and store it either in your Acer s10's internal memory (.pdb format) or in a *Memory Stick* (.mp3 format).
- Playback your Recorder audio files for reference or for leisure purpose.

To launch Recorder:

Do one of the following.

- Press the Recorder Hot Button on the upper-left side of your Acer s10. This will automatically activate the Record function and display the Recording status screen.

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- In the Utilities screen of Applications Launcher,tap the Recorder icon This will open the Recorder main screen.

NOTE: Launching Recorder by tapping the Recorder icon on the Utilities screen will disable the Hot Button function.

eBook Reader

eBook Reader allows you to read your eBooks (Acer eBook format) with a few quick taps in your Acer s10. eBooks can either be stored in your Acer s10's internal memory or in a *Memory Stick*.

Use eBook Converter to convert regular document files into Acer eBook format. See "Using eBook Converter" on page 203 for more information.

BottomLine: With eBook Reader, a quick review for a business presentation or a leisurely browsing of a favorite literary piece can easily be done with a few quick taps on your Acer s10.

You can do the following in eBook Reader:

- Read your eBooks whenever and wherever you need them.
- Use bookmarks, internal hyperlinks and the Jump To feature to easily navigate through your eBooks.
- Select a font style in viewing your eBooks.
- Assign eBooks to categories so that you can organize and view them in logical groups.

To launch eBook Reader:

1 If your eBook is stored in a *Memory Stick*, first insert the card into your Acer s10's *Memory Stick* slot.

Refer to "To insert a *Memory Stick*" on page 217 for instructions.

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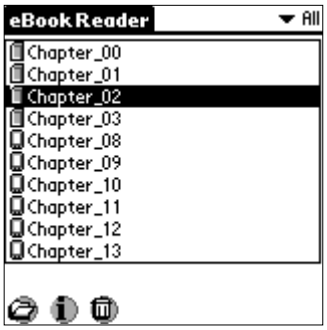
2 In the Utilities screen of Applications Launcher, tap the eBook Reader icon . The Book Manager screens appears.



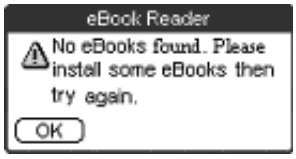
Book Manager lists the filenames of the available eBooks.

indicates that the eBook is stored in your Acer s10's internal memory.

indicates that the eBook is stored in the resident *Memory Stick*.

NOTE: The first time you successfully open the Book Manager, it will highlight the first eBook in your file list. Afterwards, it will highlight the last eBook you opened.

When the eBook Reader icon is tapped but no eBook file is detected, either on the Acer s10's internal memory or on a resident *Memory Stick*, a warning message pops up.



Tap OK to close the application.

Do one of the following before attempting to use eBook Reader again.

- Perform a HotSync operation to install an eBook file from your computer to your Acer s10.

  See page 253 for more information on HotSync operations.

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- Insert a *Memory Stick* containing an eBook file(s) into your Acer s10's *Memory Stick* slot.

  Refer to "To insert a *Memory Stick*" on page 217 for instructions.

  Every time you launch the eBook Reader and a *Memory Stick* with no eBook directory is detected, the dialog box below appears.

  Tap OK.

Backup

Backup enables you to back up data files and applications in your Acer s10's internal memory to a *Memory Stick* and to restore data to your handheld.

With Backup, you can manage the contents of your Acer s10's internal memory based on your current space requirements.

BottomLine: Backup sets to match your Acer s10's memory capacity to your individual requirements.

You can do the following in Backup:

- Create backup files of data and applications stored in your Acer s10's internal memory.
- Restore backup data from a *Memory Stick* back to your Acer s10's internal memory.

To launch Backup:

1 Insert a *Memory Stick* into the *Memory Stick* slot of your Acer s10.

Refer "To insert a *Memory Stick*" on page 217 for instructions.

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2 In the Utilities screen of Applications Launcher, tap the Backup icon . The Backup main screen appears.

@Service Launcher

Service Launcher allows you to easily activate dedicated Personal Service applications available in your Acer s10.

BottomLine: Getting wired and connected, fast and easy, to today's mobile information world is what the Service Launcher is all about.

You can do the following in Service Launcher:

- Launch dedicated Personal Service applications available in the Service category of Applications Launcher.
- Define which dedicated Personal Service application to launch when the Service icon @ on the upper-left corner of the Graffiti area is tapped.

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To launch Service Launcher:

Do one of the following:

- Tap the Service icon @ on the upper-right corner of the Graffiti writing area.
- In the Main screen of Applications Launcher, tap the Service icon @.

The Personal Service screen appears.

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Using Clock

Clock makes it easy for you to check date and time as well as set alarm reminders of your schedule. It aslo serves as a handy timer for time-critical activities.

Clock modes

Clock operates in three modes: City Clock, Big Clock and Timer, each one designed to suit a particular activity in your daily schedule.

To switch between Clock modes:

1 On the active Clock screen, tap the mode pick list on the upper-right corner to display the mode options.

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2 Select a Clock mode.

Clock shows the main screen of the selected mode.

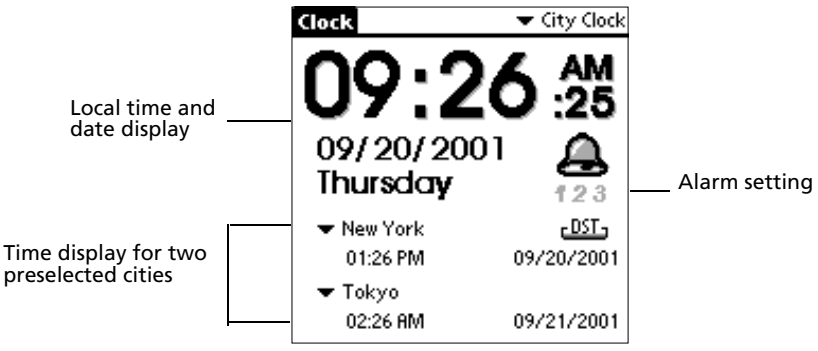
City Clock mode
main screen (default mode)

Big Clock mode
main screen

Timer mode
main screen

City Clock mode

The City Clock mode serves three main functions: local time display, time display for two preselected cities (default: New York and Tokyo) and an alarm setting.



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Time display is in hh:mm:ss format. There are two display modes: 12H (AM/PM) which is the default mode and 24H.

Date display for the local city is shown in mm/dd/yyyy format. The current weekday is also shown.

An active alarm icon indicates that an alarm reminder has been previously set. Refer to "Alarm setting" on page 134 for more information.

Local time display

Time and date display for the local city is based on current system setting.

Time display for selected cities

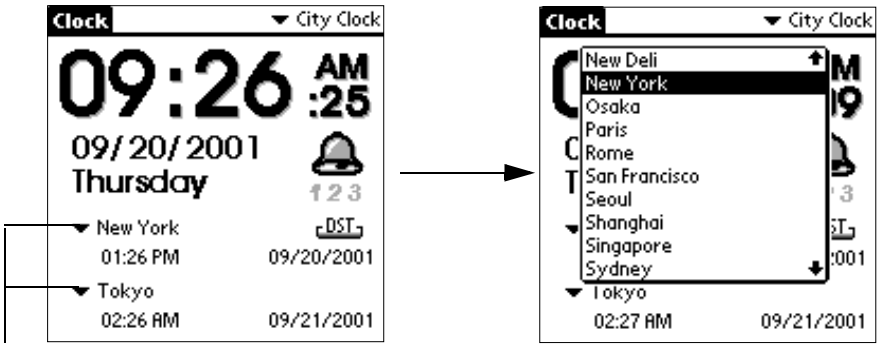
The time display for two preselected cities is a useful function for the global entrepreneur whose business dealings require coordination with associates in other parts of the globe. Members of the globetrotting traveller will also find this City Clock feature quite handy in synchronizing their schedule to the local time of their destination city.

By default, time display for New York and Tokyo is activated. You can select a different city to display, edit the details of a current city entry and add a new city to the current city list.

To change the preselected city display:

1 Tap the city pick list to display the available city options.

2 Tap the city you want to display the time for.



Tap here.

NOTE: Ten city names per frame will be displayed. When DST (Daylight Saving Time) information is available for the selected city, the DST symbol is activated on the City Clock main screen.

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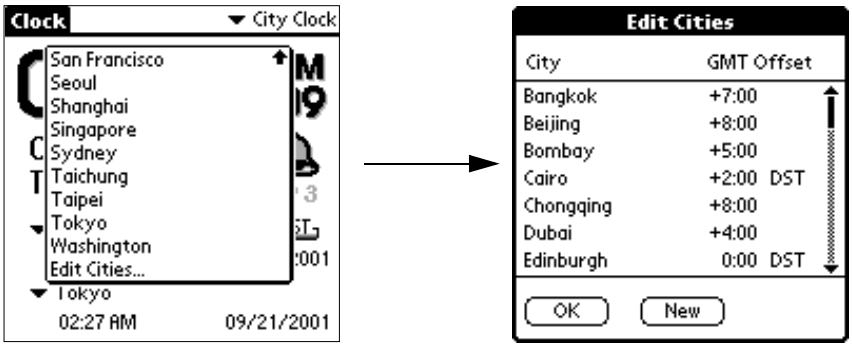
To edit details of a current city list entry:

1 Tap the city pick list to display the current city list.

2 Select Edit Cities on the bottom of the city list to display the Edit Cities screen.



3 Tap the city entry you want to edit.

4 Tap OK. The City Details screen appears.

5 Change the city details you want to edit.

City Defines the city name. Maximum length is 16 alphanumeric letters or 8 Chinese characters (including blank spaces).

GMT Offset Defines the offset from GMT (Greenwich Mean Time) of the selected city. The first number frame represents the hour value from 1 to 12. The second number frame represents the minute value. Tap the individual frame then use the ⬍ control to set the values. Options include ‘00’, ‘15’, ‘30’ and ‘45’.

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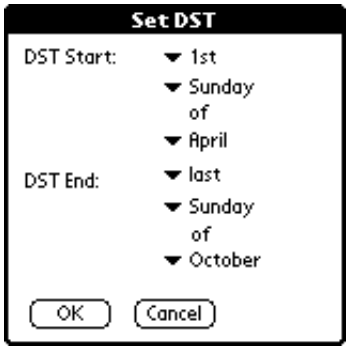
DST Tap the check box to apply DST information (if available) to the selected city.

DST Setting Defines the start and end points for the DST setting.
1 Tap DST Setting to display the Set DST screen.



2 Tap the pick lists to define DST values. Options include:

- **Day order**. Options include 1st (default), 2nd, 3rd, 4th and last.
- **Day**. Options include Sunday (default), Monday, ... Saturday
- **Month.** Options include January (default), February, ... December

3 Tap OK.

6 Tap OK on the City Details screen to apply the set city values.

When OK is tapped but the City field remains blank, a warning message pops up.

a. Tap OK on the warning window to revert to the City Details main screen.

b. On the City Details main screen, enter a different name then tap OK.

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c. Tap OK on the Edit Cities main screen.

Once changes are applied, the city list is automatically updated and sorted alphabetically. When the city name defined is already in the list, a warning message pops up.

a. Tap OK on the warning window to revert to the City Details main screen.

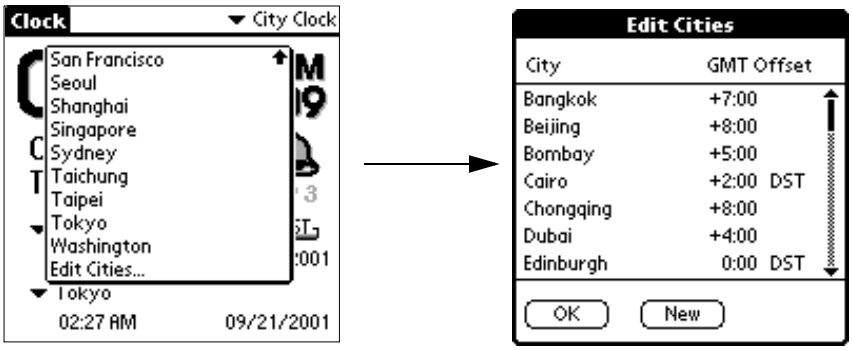
b. On the City Details main screen, enter a different name then tap OK.

c. Tap OK on the Edit Cities main screen.

To add a new city to the current city list:

1 Tap the city pick list to display the current city list.

2 Select Edit Cities on the bottom of the city list to display the Edit Cities main screen.



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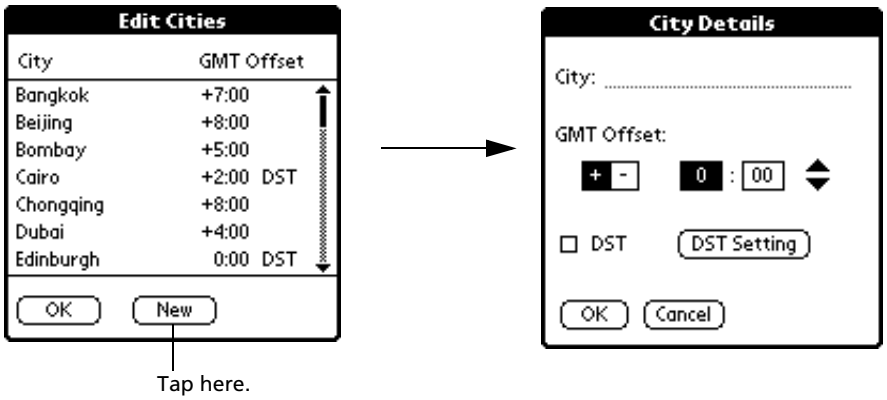
3 Tap New to display a blank City Details screen.



4 Define the detail settings for the new city entry.

5 Tap OK on the City Details screen to set the details for the new city entry.

6 Tap OK on the Edit Cities screen to add the new city to the current city list.

NOTE: Warning messages for leaving the City field blank and duplicating a name in the current city list in editing details for a current city entry also apply when creating a new city entry.

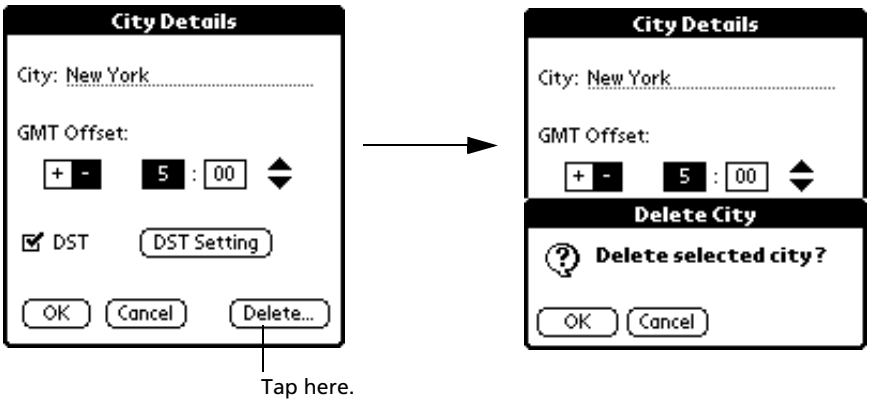
To delete a city from the current city list:

1 Tap the city pick list to display the current city list.

2 Select Edit Cities on the bottom of the city list to display the Edit Cities main screen.

3 Tap the city entry you want to delete.

4 Tap Delete to display the Delete City dialog box.



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5 Tap OK.

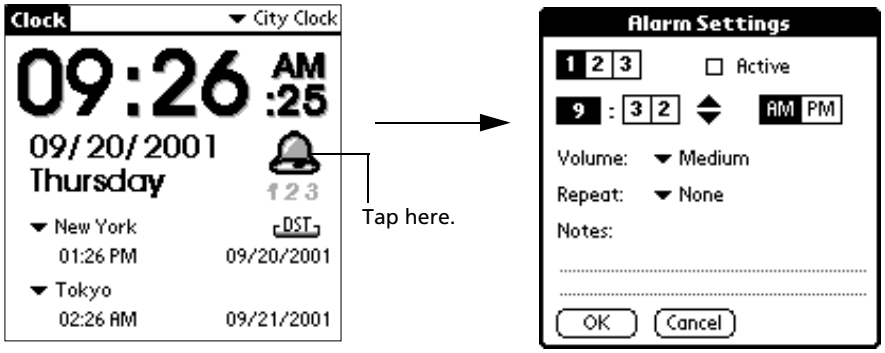
If the city deleted is one of the two current preselected cities in the City Clock main screen, the deleted city will be replace by the local city defined in the system preferences settings.

Alarm setting

City Clock enables you to set an alarm to remind your scheduled activities.

To set an alarm:

1 On the City Clock main screen, tap the Alarm icon to display the Alarm Settings main screen.



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2 Define the alarm settings as follows:

Alarm code Defines the alarm code.
1 Tap the number frame to set the alarm code. You can set up to three alarm reminders at a time.
2 Tap the Active check box to enable it.

Alarm time Defines when the alarm will be activated.
1 Tap the number frame then use the ▲▼ control to set the values.
The first number frame represents the hour option from 1 to 12. The second and third number frame represents the minute options.

2 Select the AM/PM setting for the selected time.

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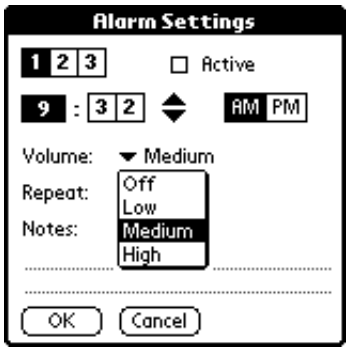
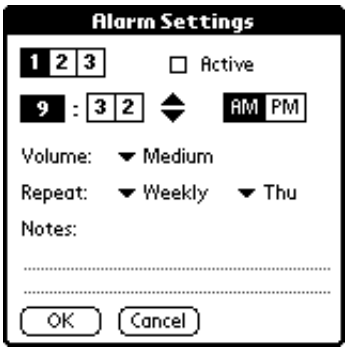
Alarm volume Defines how loud the alarm sounds.
Tap the pick list to display the volume options which includes:

- **Off**. Non-audible alarm; the LED indicator blinks to indicate that an alarm has been set off.
- **Low**
- **Medium**
- **High**



Repeat Defines how often will the alarm be activated.
Tap the pick list to display the repeat options which include:

- **None**. The alarm will only be activated once.
- **Daily**. The alarm will be activated everyday.
- **Weekly**. The alarm will be activated once every week based on the preselected weekday.



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Notes

Enter a two-line description of the alarm reminder you set and have it appear on the Reminders page when the alarm is activated.

NOTE:
Refer to "2 Entering data in your Acer s10" on page 23 on how to enter data on your Acer s10.
Refer to "8 Using the Attention Manager" on page 223 on how to work on the Reminders page.

3 Tap OK.

Big Clock mode

The large time display in Big Clock mode makes it the mode of choice for those who prefer the visual manner of displaying time. The three pointers—hours, minutes and seconds, functions just like a physical clock or watch.

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Timer mode

In Timer mode, you can use your Acer s10 as a stopwatch to measure time span for time-critical events such as a sports competition, a time-balancing experiment (or even in timing that east-to-west overseas call to your loved ones. Mind that phone bill please!). Time display is shown in the hh:mm:ss format.

To work in Timer mode:

1 Tap ▶ to start timing an event. The timer will start to count and the button will changed to ⏸.

2 Tap ⏸ to stop the timer. The image will revert to ▶.

3 Tap RESET to reset the timer to 0.

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Clock menu

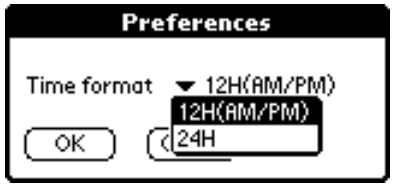
The Clock menu shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Clock has one only menu: Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Options menu

Preferences



- **Time format.** Defines the time display format for City Clock mode.

  1 Tap the pick list to display the format options which include:

  – 12H (AM/PM)
  – 24H

  2 Tap OK.

About Clock

Shows version information for Clock.

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Using AudioBox

AudioBox lets you to play your favorite .mp3 files saved in a *Memory Stick*.

Using AudioBox functions

The AudioBox command interface is designed with your ease and convenience in mind. Enjoying your music time with your Acer s10 is now only a tap away.

Before launching the AudioBox:

- Insert a *Memory Stick* into your Acer s10's *Memory Stick* slot.
  Refer "To insert a *Memory Stick*" on page 217 for instructions.
- Check that the audio files in your *Memory Stick* is in .mp3 format.

You can listen to AudioBox tracks either through your Acer s10's built-in speaker or through an earphone (included in the package contents) you connect to the earphone jack found on of your handheld.

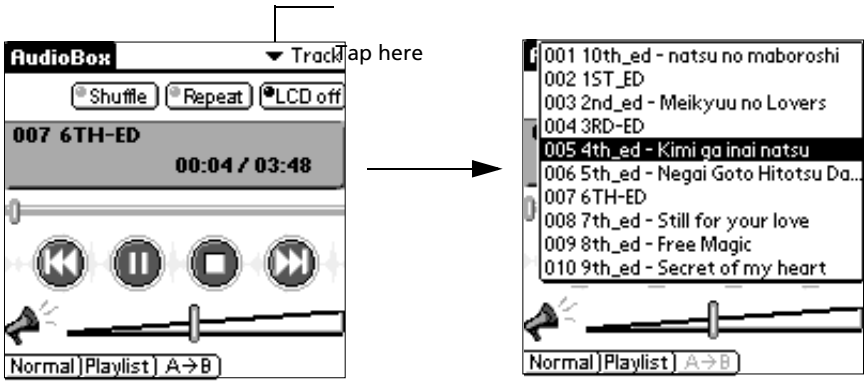
NOTE: You cannot use the both the earphone jack and the internal speaker at the same time. Using one will disable the other.

Refer to page 4 for the location of your Acer s10's earphone jack and to page 2 for the location of the internal speaker.

To select a track to play:

1 On the AudioBox main screen, tap the Track pick list to display the available tracks in the resident *Memory Stick*.

The track number and title are displayed on the list.



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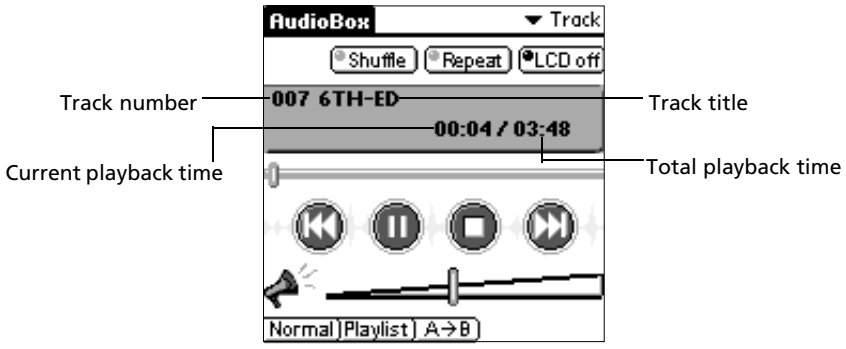
2 Tap a track title to select it for playback.

The track information of the selected track will be displayed. This includes:



To play a selected track:

1 Select a track to play. Refer to the procedure in the preceeding section.

2 Tap to start playing the track.

While in playback mode, image changes to and the LED indicator flashes red.

During playback, tap:

- to pause playback. Image changes to . Tap again to resume playback.
- to go back to the previous active track on the playlist.
- to skip the next active track on the playlist.
- **Shuffle** to play the tracks in random order.
- **Repeat** to repeat playback of a selected track or the whole playlist. Refer to "Options menu" on page 147 for more information.
- **LCD off** to turn off the LCD screen during playback.

NOTE: When the LCD screen is off, the four application buttons and the Graffiti area are disabled. Tap anywhere on the AudioBox screen to turn the LCD screen back on.

To set the LCD off settings:

To save battery consumption, it is advisable to turn off the LCD backlight during playback mode. Follow the steps below to set the LCD off settings:

1 Do one of the following to display the Preferences dialog box :

- Tap the Menu icon , open the Options menu, and then tap Preferences.
- Tap the inverted application title tab at the top of the screen; then tap Preferences in the Options menu.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an R, the shortcut for the Preferences command.

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2 Tap the LCD off After pick list to display the time interval options. These include:

Never	The LCD backlight will remain on all throughout the playback period. This setting requires the highest demand on battery consumption.
1 minute	The LCD backlight automatically turns off one minute after playback begins.
2 minutes	The LCD backlight automatically turns off two minutes after playback begins.
3 minutes	The LCD backlight automatically turns off three minutes after playback begins.

To repeat a section of the active track:

1 During playback, tap **A→B** to select the starting point of the track section to be repeated.

NOTE: The **A→B** function is only active during playback mode; otherwise, the button is grayed out to indicate it is disabled.

2 Tap **A→B** again to select the end point of the track section to be repeated.

The selected section would then be repeatedly played until **A→B** is tap again.

To adjust the volume:

Do one of the following:

- Tap on the volume bar.

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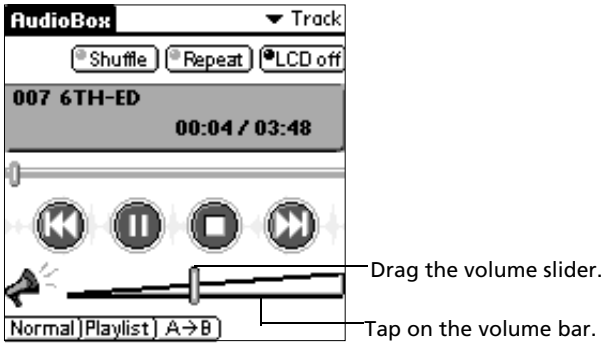
- Drag the volume slider.



- Press the up and down scroll buttons.

To stop playback:

Do one of the following:

- Tap .
- Press the power button. AudioBox is relaunched when you turn your Acer s10 back on.

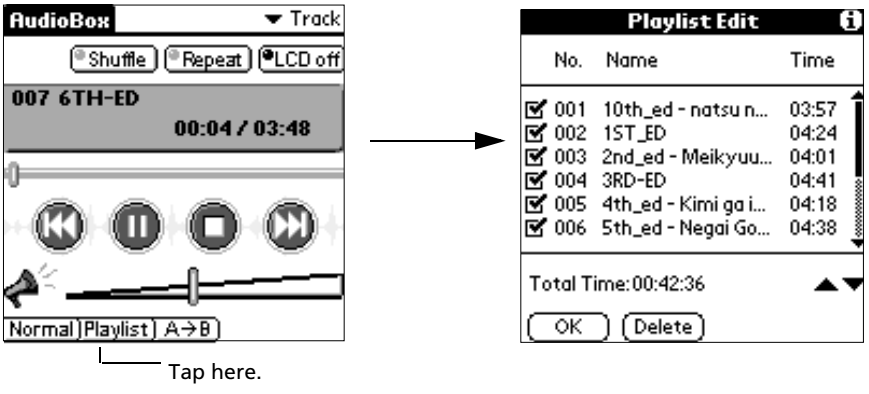
AudioBox playlist

The playlist displays all the audio files stored in the resident *Memory Stick*.

To display the playlist:

1 On the AudioBox main screen, tap the Playlist button.

The Playlist Edit screen appears displaying the track number and titles of the available files.



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NOTE: AudioBox displays the Playlist Edit screen from the most recent AudioBox session.

The playlist displays the track number, title and corresponding playback time of each .mp3 file; the total playback time of the whole playlist is also indicated. A maximum of six track entries will be displayed per frame.

2 Do any of the following:

- Tap the check box before each track number to include that track in the active playlist.

NOTE: Only checked track entries are played during playback mode.

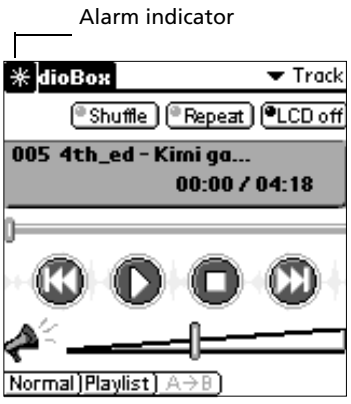
- Select a track entry and tap ▲ to move it up or tap ▼ to move it down the playlist.
- Select a track entry and tap Delete to delete it from the playlist.

  A confirmation dialog box appears.

Tap OK.

Alarm reminder

When an alarm event is activated during playback mode, a blinking indicator appears on the left corner of the title bar.



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Stop first track playback to be able to tap the alarm indicator. Tapping the alarm indicator will open the Attention Manager's Reminder page.

Refer to "Using the Reminder command buttons" on page 223.

AudioBox menu

The AudioBox menu shown here is for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

AudioBox has only one menu: Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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Options menu

Preferences

- **LCD off after.** Sets the preset time afterwhich the LCD screen will automatically turn off during playback mode. Options include Never, 1 minute, 2 minutes and 3 minutes.
- **Repeated by**. Sets the Repeat mode during playback. Options include:
  - **One**. The current track will be played repeatedly until the Repeat button is tapped again.
  - **All**. The whole active playlist will will be played repeatedly until the Repeat button is tapped again.
- **Sleep setting.** Sets the number of minutes before the application automatically turns off. Options include 15 minutes, 30 minutes and 60 minutes.

About AudioBox Shows version information for AudioBox.

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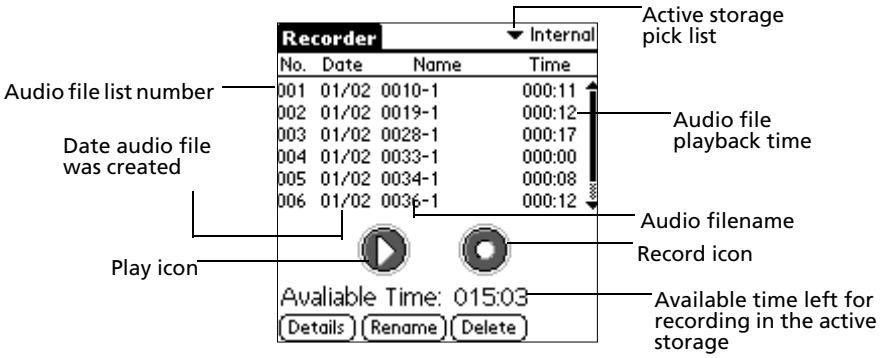
Using Recorder

Recorder allows you to conveniently record audio files whenever and wherever you need to. This application is especially useful when you need to record notes but jotting them down is not as efficient as in the case of a large number of figures or highly-detailed procedures.

Recorder main screen

When Recorder is launched by tapping the Recorder icon in the Applications screen, the Recorder main screen appears.



Audio recording function

You have two options to activate the Record function and start recording audio.

- On the Utilities screen of Applications Launcher, tap the Recorder icon, then on the Recorder main screen, tap the Record icon.
- Use the Recorder Hot Button function. Refer to page 4 for the location of the Hot Button.

NOTE: During Recording mode, the application buttons, the scroll buttons and the Graffiti area are disabled; the LED indicator flashes red.

To start recording using the Recorder icon:

- On the Recorder main screen, tap the Record icon.

NOTE: No file should be selected in the file list, otherwise, Playback rather than Record mode will be activated.

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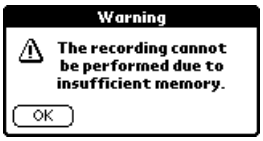
The Recording status screen appears. The same screen appears when Recording mode is activated via the Hot Button.

The available recording time in the active storage should be more than 10 seconds to start/continue with the recording, If it's not, a warning message pops up.



Insufficient memory detected before Recording mode is activated.

Insufficient memory detected during Recording mode.

NOTE: The warning messages above are also applicable when insufficient memory is detected when Recording mode is activated via the Hot Button.

Do one of following to stop recording:

- Tap the Stop icon .
- Pressing the power button will also stop recording. When you turn on your Acer s10, the Recorder main screen will again be displayed.

Recorded audio is save to the active storage and the screen reverts to the Recorder main screen.

To start recording using the Hot Button:

Default procedure

1 Press and hold Hot Button until a beep is heard.

2 Release hot button to start recording.
The Recording screen appears.

3 Press the hot button again to stop recording.

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Alternative procedure

1 Press and hold Hot Button until a beep is heard.
The Recording screen appears.

2 Start recording with the Hot Button still pressed down.

3 Release the hot button to stop recording.

NOTE: Tapping any icons on the Recording status screen when Hot Button is used to activate Recording mode will disable the Hot Button function.

To pause Recording:

- Tap the Pause icon .

Tap the Record icon to continue with the recording; otherwise, tap the Stop icon to cancel Recording mode. Recorded audio is save to the active storage and the screen reverts to the Recorder main screen.

Storage options for recorded audio

There are two storage options in saving recorded audio files:

- **Expansion Card.** Recorded audio file is saved in .mp3 format in the resident *Memory Stick*.
  When this option is selected and there is no *Memory Stick* inserted in the Acer s10's *Memory Stick* slot, storage category automatically changes to Internal.
- **Internal.** Recorded audio file is saved in .pdb format in your Acer s10's internal memory.

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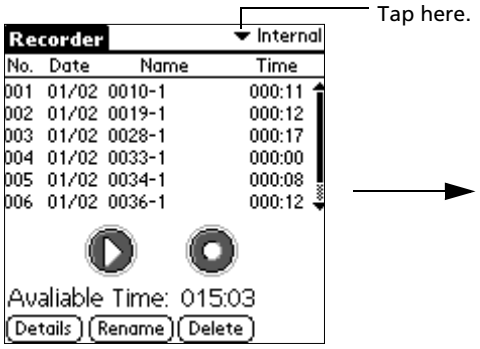
To select a storage option, tap the pick list on the upper-right corner of the Recorder main screen, then select a storage category.



Using the Recorder command buttons

The command buttons on the Recorder screen allows you to view detailed information regarding the listed audio file(s); you can also rename or delete an audio file.

You must first select an audio file before tapping any of the command buttons; otherwise, the message below appears.

Tap OK to revert to the Recorder main screen, then select an audio file before tapping any of the command buttons.

NOTE: The rule of selecting first an audio file before performing a command also applies when using the Record menu options as well as in activating the Playback function.
For more information on the Record menu, refer to page 157.
Refer to "Audio recording function" on page 149 for more information on the Playback function.

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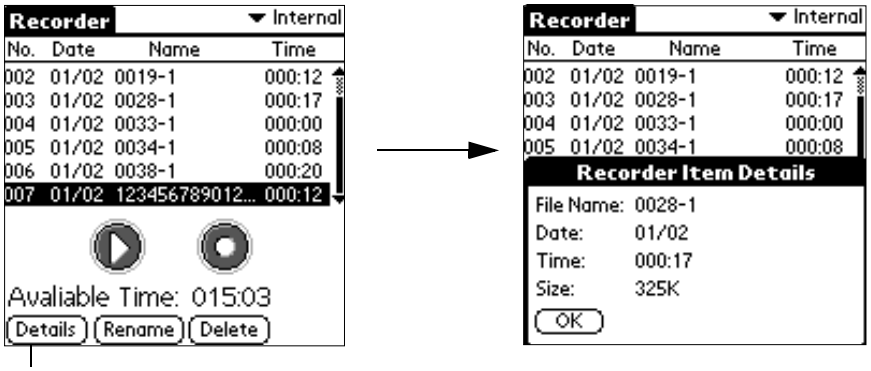
To view detailed information:

1 Select an audio file from the file list.

2 Tap the Details button to display the Recorder Item Details screen of the selected audio file.



The Recorder Item Details screen displays the following information about the selected audio file:

Filename Displays the audio filename.

Date Displays the date when audio file was recorded.

Name Displays the audio file's total playback time.

Time Displays the audio file size.

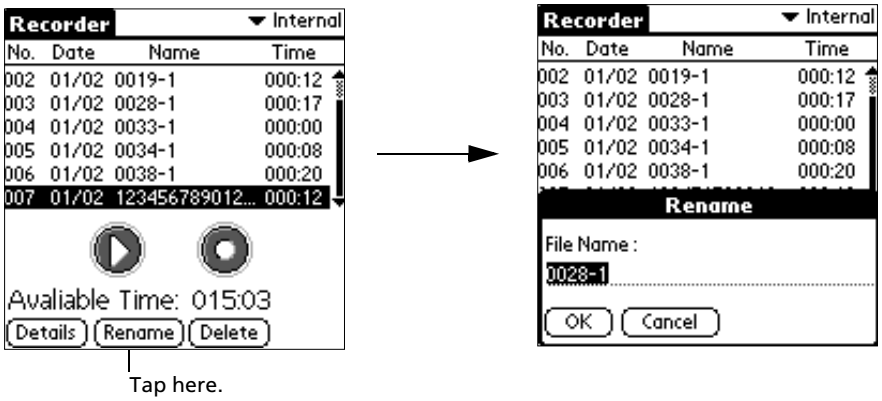
3 Tap OK to revert to Recorder main screen.

To rename an audio file:

1 Select the audio file you want to rename.

2 Tap the Rename button.

The Rename screen for the selected audio file appears. The current filename is highlighted.



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3 Enter a new filename. The maximum length for a filename is 20 characters (including blank spaces).

4 Tap OK to rename the file.

When a file on the active storage has the same filename as the one specified on the Rename screen, the warning message below pops up.

a. Tap OK to revert to the Rename screen with the original filename highlighted.

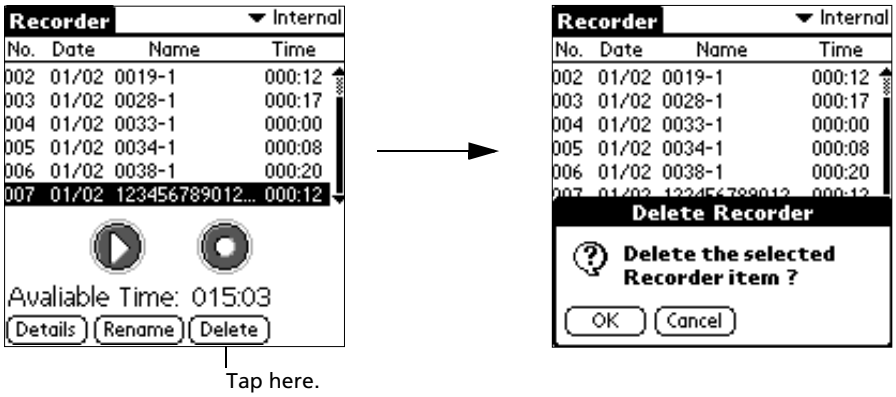
b. Enter a different filename.

c. Tap OK.

To delete an audio file:

1 Select the audio file you want to delete.

2 Tap the Delete button. A confirmation dialog box appears.



3 Tap OK.

To delete all file(s) in the audio file list:

To delete all files in the audio file list, use the Delete All menu command under the Record menu.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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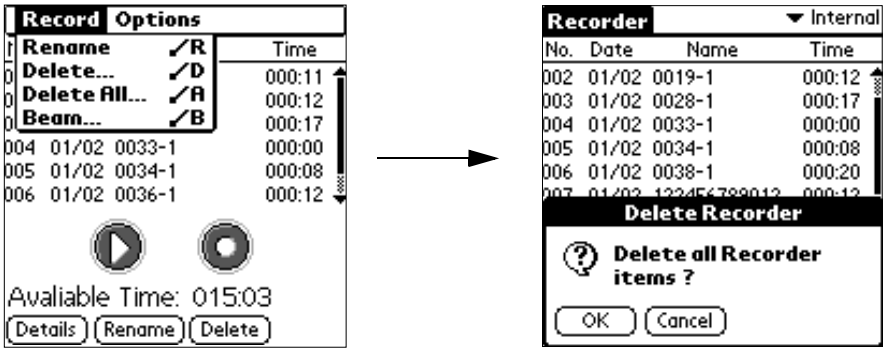
1 On the Record menu, tap Delete All. A confirmation dialog box appears.



2 Tap OK.

Audio playback function

In addition to its Recording function, Recorder also provides a Playback function which allows you to play your audio files, stored either in your Acer s10's internal memory or in a resident *Memory Stick*.

You can listen to your audio files either through your Acer s10's built-in speaker or through an earphone (included in the package contents) you connect to the earphone jack found on of your handheld.

NOTE: You cannot use the both the earphone jack and the internal speaker at the same time. Using one will disable the other.

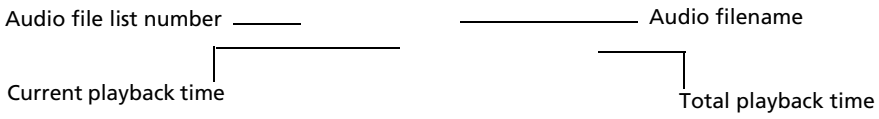
Refer to page 4 for the location of your Acer s10's earphone jack and to page 2 for the location of the internal speaker.

To start audio playback:

1 Select the audio file you want to play.

2 Tap the Play icon . The Playback status screen appears.

In the Playback screen, the following information is displayed:



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NOTE: During Playback mode, the application buttons, the scroll buttons and the Graffiti area are disabled; the LED indicator flashes red.

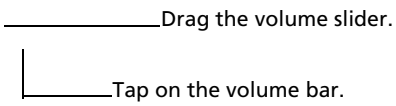
During playback, tap:

- to pause playback. Image changes to . Tap this to resume playback.
- to play the previous audio file in the audio file list. Icon is disabled when current file is the first file on the audio file list.
- to play the next audio file in the audio file list. Icon is disabled when current file is the last file on the audio file list.
- to stop playback and revert to the Recorder main screen.

To adjust volume:

Do one of the following:

- Tap on the volume bar.
- Drag the volume slider.



- When the backlight is on, press the up and down scroll buttons.

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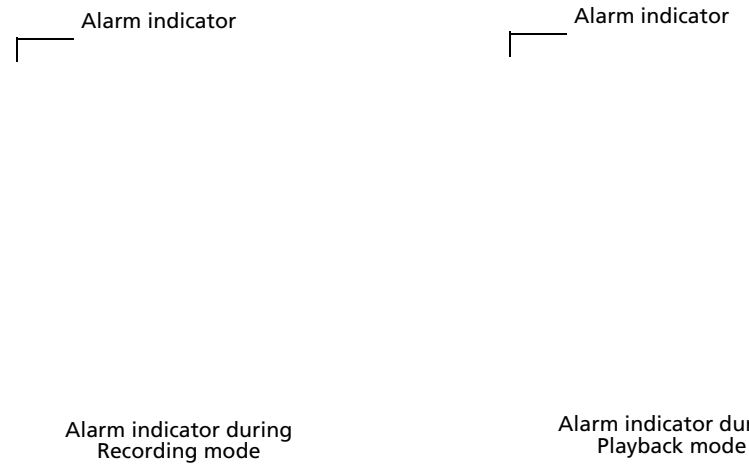
Alarm reminder

When an alarm event is activated during Playback mode, a blinking indicator appears on the left corner of the title bar.



Stop first recording/playback to be able to tap the alarm indicator. Tapping the alarm indicator will open the Attention Manager's Reminder page.

Refer to "Using the Reminder command buttons" on page 223.

Recorder menus

Recorder menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Recorder has two menus: Record and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Record menu

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Options menu

Preferences. Tap to display the Preferences screen. Use this screen to define settings for the various Recording features.

NOTE: Settings shown in the following screens are the default system settings.

There are two screen tabs: Record and Other.

- **Record**

  – **Record To.** Select storage category for recorded files. There are two options:

    - Internal. Stores recorded audio files in your Acer s10's internal memory.

    - Expansion Card. Stores recorded audio files in the resident *Memory Stick*.

    Tap the Tips icon to display related information on the Record To options.

  – **Hot Button.** Select recording procedure in using the Hot Button function. There are two options:

    - Press once to record, press again to stop.

    - Press and hold to record, stop with release of button.

  Tap Done to revert to the Record tab screen.

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- **Other**

  - **Sort by**. Select basis for viewing files in the audio file list. There are two options:

    - Time. Files are sorted based on the date they were recorded, with the earliest recorded file on top of the list.

    - Filename. Files are sorted alphabetically or numerically in an ascending order.

  - **LED**. Select whether the LED indicator will flash red or or not during Recording/Playback mode. There are two options: On and Off.
  - **Beep**. Select whether a beep will be sounded or not prior to Recording mode activated via Hot button. There are two options: On and Off.

  Tap the Tips icon to display related information on the Record To and Recording Quality options.

  Tap Done to revert to the Other tab screen.

About Recorder. Shows version information for Recorder.

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Using eBook Reader

eBook Reader enables you to read your eBooks (Acer eBook format) with a few quick taps on your Acer s10. eBook Reader can detect eBook files stored in your Acer s10's internal memory or in a *Memory Stick* .

Use eBook Converter to convert your regular document files into Acer eBook format (.pdb file format). See "Using eBook Converter" on page 203 for more information.

Working on the Book Manager screen

Book Manager is the default opening screen when eBook Reader is launched.

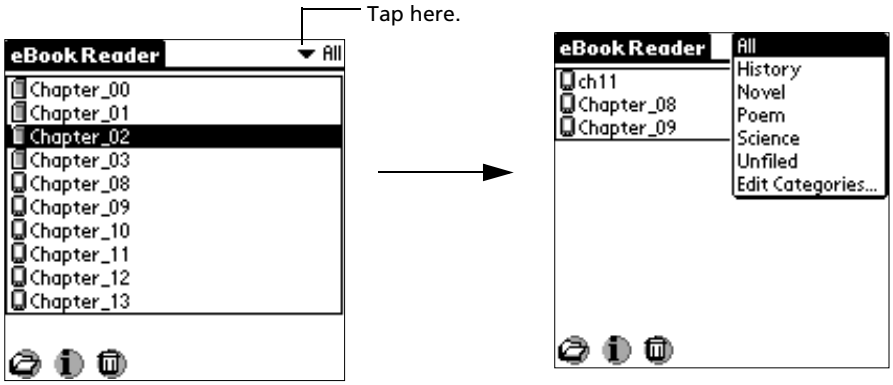
NOTE: If in a previous eBook Reader session, you close the application from the Read Document mode, relaunching eBook Reader will display that Read Document page rather then the Book Manager screen.

While in the Book Manager screen, you can categorize eBook files, edit the category list, add new categories, view and edit eBook details, or delete the eBook file from your Acer s10's memory or in a resident *Memory Stick*.

To categorize an eBook file:

1 In the Book Manager screen, select the eBook file you want to categorize.

2 Tap the category pick list to display the eBook category list.



non-matching screen?

There are five default eBook categories: All, Novel, Science, Poem, History and Unfiled. On the bottom of the category list is a command option, Edit Categories.

NOTE: New eBooks are categorize under the Unfiled category.

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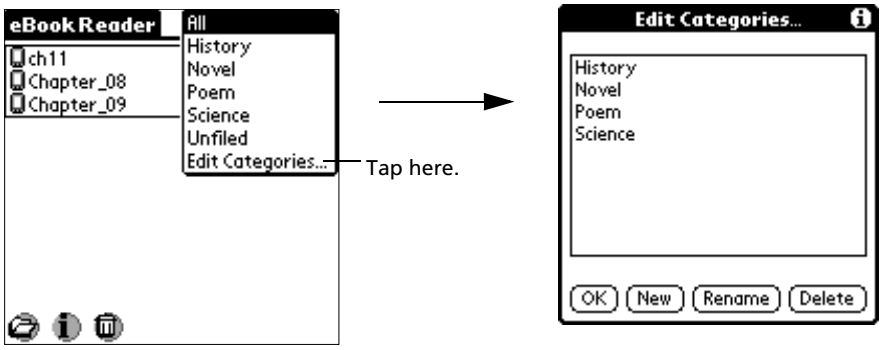
3 Tap the eBook category under which you want to categorize the selected eBook file. The selected category will be displayed on the eBook's Details page.

To edit the eBook category list:

1 Tap the category pick list to display the eBook category list.

2 Select Edit Categories on the bottom of the list to display the Edit Categories screen.

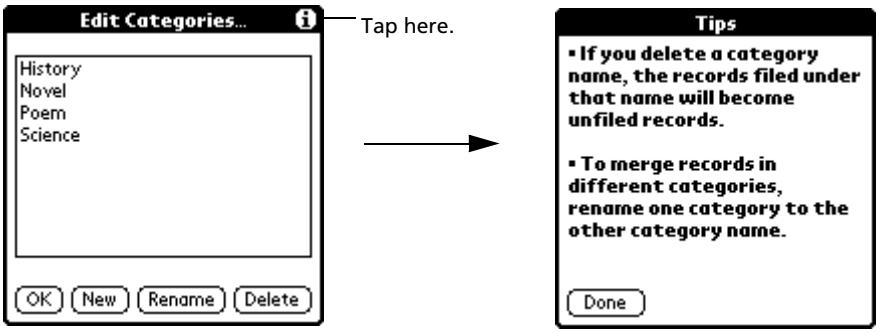


3 Do any of the following:

- Tap New to create a new category.
- Select an existing category then tap Rename to change the name of the category.
- Select an existing category then tap Delete to delete that category from the category list.

NOTE: The All and Unfiled category cannot be renamed or deleted.

Tap the Tips icon ⓘ to view related information on editing categories.



To view detailed information about an eBook file:

1 In the Book Manager screen, select an eBook file.

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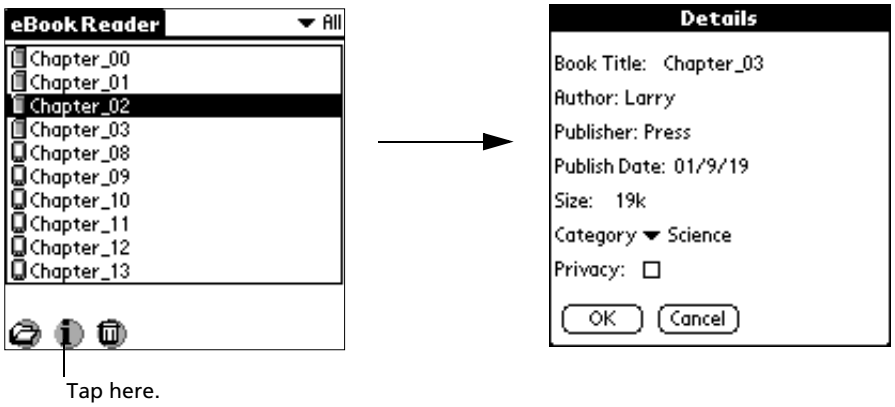
2 Tap the Information icon to display the corresponding Details page.



The first four fields display general information regarding the selected eBook and are not configurable.

Book Name Indicates the eBook's filename. A filename can be up to 16 alphanumeric characters or 8 Chinese characters in length (including blank spaces).

Author Indicates the name of the eBook creator. (may have a blank value)

Publisher Indicates the name of the eBook's publisher. (may have a blank value)

Publish Date Indicates when the source file was created.

Size Indicates the eBook file size.

The last two fields are user-configurable.

Category Tap the pick list to change the eBook category of the selected file.

Privacy When the option box is checked (default), the Current Privacy setting under the system Security preferences. is applied.

To delete an eBook file:

1 In the Book Manager screen, select the eBook file you want to delete.

2 Tap the Delete icon to display the Delete eBook Reader dialog box.

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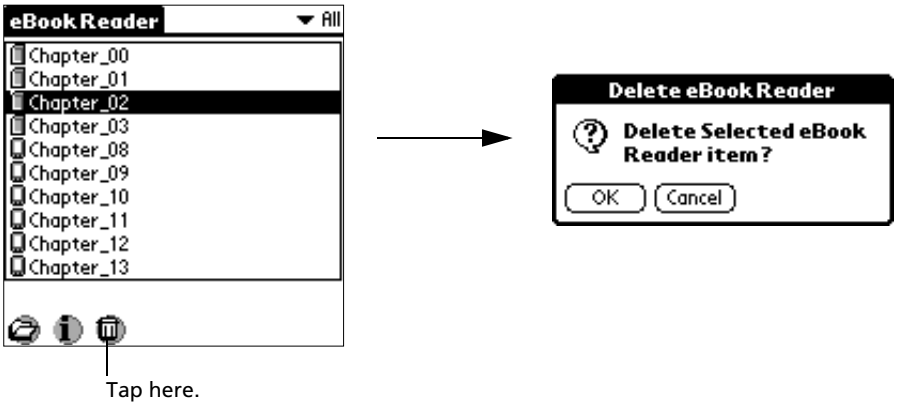

3 Tap OK.

Reading your eBook files

You can access your eBook files through the Book Manager screen.

To open an eBook:

1 In the Book Manager screen, tap the eBook file you want to open.

2 Do any of the following:

- Tap the Open icon .
- Double-tap the eBook file.
- Tap the inverted application title tab, tap Options, then select Open.

The selected eBook file is shown in Read Document mode.

The Microsoft .NET Platform
The idea behind Microsoft .NET is that .NET shifts the focus in computing from a world in which individual devices and Web sites are simply connected through the Internet to one in which devices, services, and computers work together to provide richer solutions for users. The Microsoft .NET solution comprises four core components:1
3%

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Working in Read Document mode

There are several command icons on the Read Document screen to help you navigate through your eBook.

To revert to the Book Manager screen:

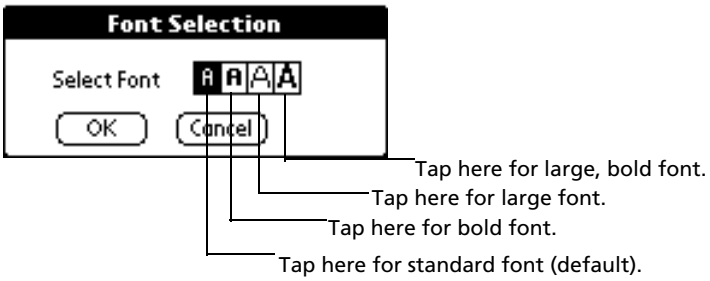
- Tap the Go Back icon . All the current eBook settings are retained and will be applied when you reopen the file.

To define font type in viewing the eBook:

1 In the Book Manager screen, tap an eBook file.

2 Tap the Font icon to display the Font Selection window.

3 Tap on any of the font type frame to select an option.

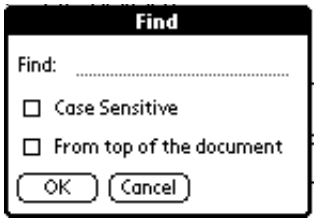


4 Tap OK.

NOTE: Font settings are saved separately for each eBook file. It does not affect font display in other files or in other applications.

To search for a particular text in the eBook:

1 Tap the Find icon to display the Find screen.



2 Enter the word or phrase you want to search for.

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NOTE: Refer to "2 Entering data in your Acer s10" on page 23.

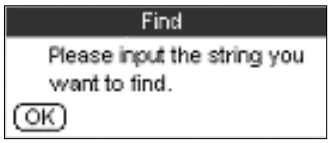
If you have previously used the Find function on the same eBook Reader session, the Find screen appears with the last word/phrase searched is highlighted on the First line.

3 Define the search mode.

Case Sensitive	Tap the check box to consider text case in searching for the specified string.
From top of the document	Defines the search range. Tap the check box to start the search from the top of the document; otherwise, Find starts searching from the first line of the current page.

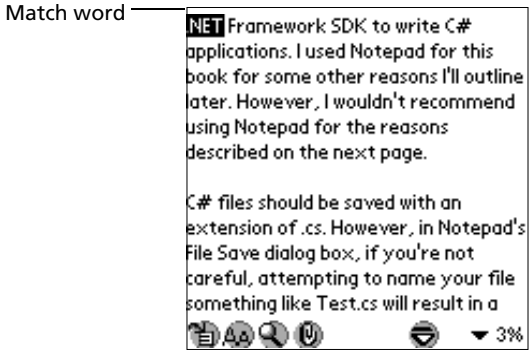
4 Tap OK.

Tapping OK when the Find line is left blank will display the message below.

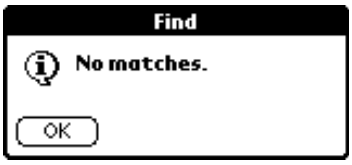


Tap OK to revert to the Find screen, and enter a word or phrase to search for.

When a match is found for the searched text, the match word is highlighted and is shown on the first line of the screen.


Match word
.NET Framework SDK to write C# applications. I used Notepad for this book for some other reasons I'll outline later. However, I wouldn't recommend using Notepad for the reasons described on the next page.
C# files should be saved with an extension of .cs. However, in Notepad's File Save dialog box, if you're not careful, attempting to name your file something like Test.cs will result in a
3%

When no match is found for the searched text, a message window appears.



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Tap OK to revert to the Find screen.

To move around in Read Document mode

Do any of the following:

- Tap on the top half of the screen to scroll the text up half a page; tap on the lower half of the screen to scroll the text down half a page (default action).

  You can change the result of the tap action in the Preferences screen. Refer to "Preferences" on page 178 for more information.

NOTE: Pressing the stylus on the top/bottom half of the screen for more than a second will scroll the screen up/down continuously. Release the stylus to stop scrolling.

- Press the top scroll button to scroll the text up one screen; press the bottom scroll button to scroll the text down one screen.
- Tap to activate Auto Scroll mode. This will continuously scroll the screen based on the settings made on the Preferences screen.

  For more information on the Preferences settings, refer to page 178.
- Use bookmarks.

  Refer to "Working with bookmarks" on page 167 for more information.
- Use the Jump To function.

  Refer to "Using the Jump To function" on page 172 for more information.
- Use hyperlinks.

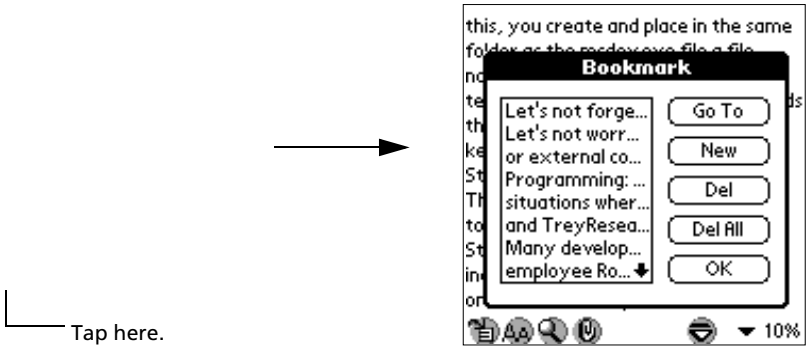
  Refer to "Working with hyperlinks" on page 172 for more information.

Working with bookmarks

Bookmarks help you navigate through your eBook by jumping to the specific location referred to by its marker.

To go to a bookmark location:

1 On the Read Document view, tap the Bookmark icon to display the Bookmark screen.



2 Tap the bookmark entry you want to view.

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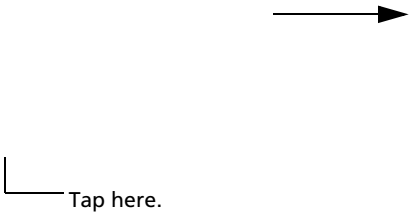
3 Tap the Go To button.

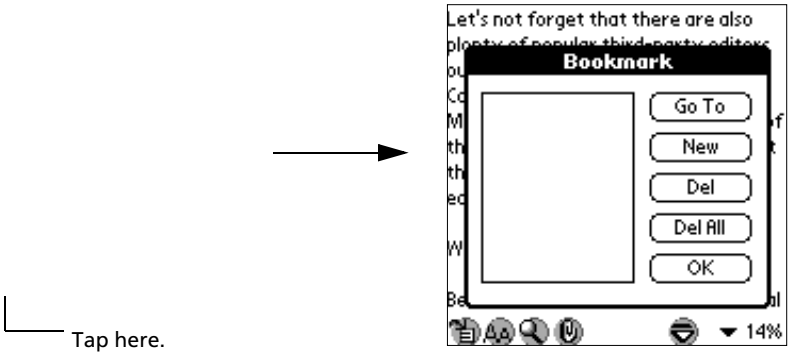


The screen reverts to Read Document mode with the location referred to by the selected bookmark's location moved to the first line of the screen.

To create a new bookmark:

1 In Read Document mode, place the cursor on the location you want the bookmark to refer to.

2 Tap the Bookmark icon .



TIP: You can also use the Add menu command under Note menu to add a bookmark.

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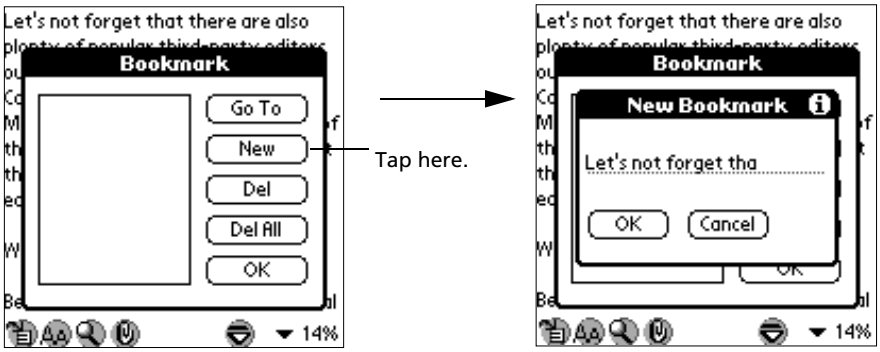
3 Tap New to display the New Bookmark screen.



By default, the first 20 characters (including spaces) on the first line of the selected bookmark location serves as the title for the new bookmark. You can define a specific title by deleting the default title and entering a new one.

4 Tap OK.

When OK is tapped but no title is defined for the new bookmark, the warning message below pops up.

Tap OK to revert to the New Bookmark screen, and enter a bookmark title.

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When OK is tapped but the title defined for the new bookmark already exists in the document, the warning message below pops up.

Tap OK to revert to the New Bookmark screen, and enter a different bookmark title.

When a bookmark already exists in the location defined for the new bookmark, the dialog box below appears.

Tap OK to confirm creation of the new bookmark on the same location, otherwise, tap Cancel.

To delete a bookmark:

1 In the Bookmark list, tap the bookmark entry you want to delete.

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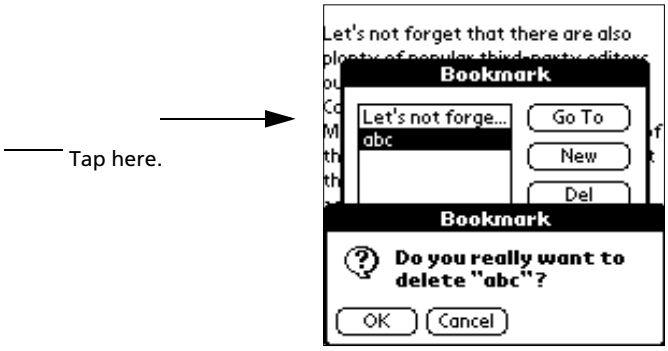
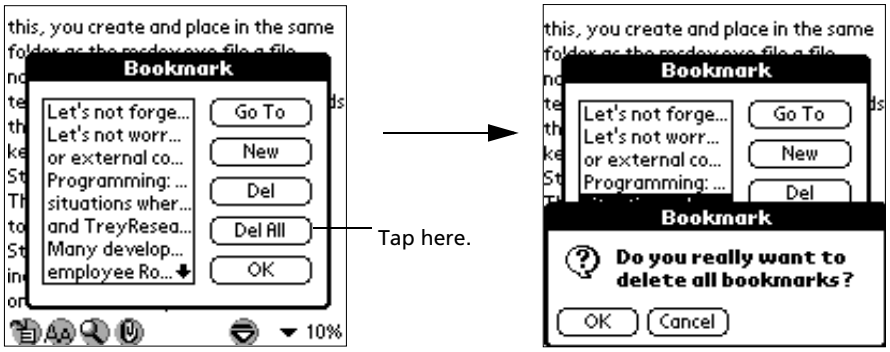
2 Tap the Del button. A confirmation dialog box appears.



3 Tap OK.

To delete all bookmarks in a document:

1 In the Bookmark screen, tap the Del All button. A confirmation dialog box appears.



2 Tap OK.

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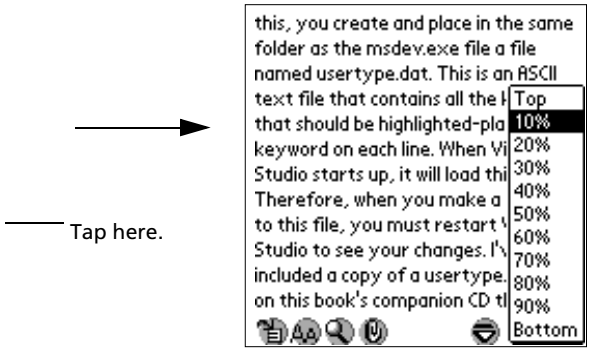
Using the Jump To function

Another navigation tool provided by eBook Reader is the Jump To function.

To use the Jump To function:

1 In Read Document mode, tap the percentage value pick list to display the Jump To options.



2 Select a Jump To option:

Top	The screen will jump to the first line of the document.
Bottom	The screen will jump to the last line of the document.
Percentage values	The screen will jump to the location corresponding to selected percentage value. Percentage values increase in 10% increments.

Working with hyperlinks

Hyperlinks embedded in your eBook let you jump from one location to another within the same eBook. Text links appear with a dotted underline.

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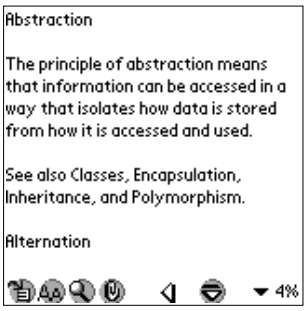
To use hyperlinks:

1 Tap the text link (location A) then release to jump to the related location (location B) it refers to.

2 On the related location (location B) screen, the Back icon appears. Tap this icon to revert to the location of the tapped link (location A).

3 After you go back to the text link location screen (location A), the Back icon is replaced by the Forward icon. Tap this icon to revert to the related location (location B) referred to by the last used text link.

Location A before tapping text link


Abstraction
The principle of abstraction means that information can be accessed in a way that isolates how data is stored from how it is accessed and used.
See also Classes, Encapsulation, Inheritance, and Polymorphism.
Alternation
4%

Location B after tapping text link

Location A after tapping text link

Attaching a note to an eBook

You have the option to create a descriptive note for your eBooks.

To attached a note to an eBook:

1 Open the eBook file you want to attach a note to.

2 Do one of the following to display the New Note screen:

- Tap the Menu icon to display eBook Reader's menu bar. Tap Note, then tap Add.
- Tap the inverted application title tab to display eBook Reader's menu bar. Tap Note, then tap Add.
- Draw the Add Note Graffiti shortcut: Graffiti command stroke + H.

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3 Enter related note information.

Note Title The maximum length for a note title is 20 characters (including blank spaces). A note title that exceeds this limit will be automatically cut off.

Note Content The maximum length for the note is 280 characters (including blank spaces). A note content that exceeds this limit will be automatically cut off.

TIP: Tap the Tips icon to display information regarding the maximum length for a note title and the note content.

Working on Note Manager

You can use the Note Manager command buttons to manage the note(s) attached to your eBook.

To use the Note Manager command buttons:

1 Do one of the following to display the Note Manager screen:

- Tap the Menu icon to display eBook Reader's menu bar. Tap Note, then tap View.
- Tap the inverted application title tab to display eBook Reader's menu bar. Tap Note, then tap Add.

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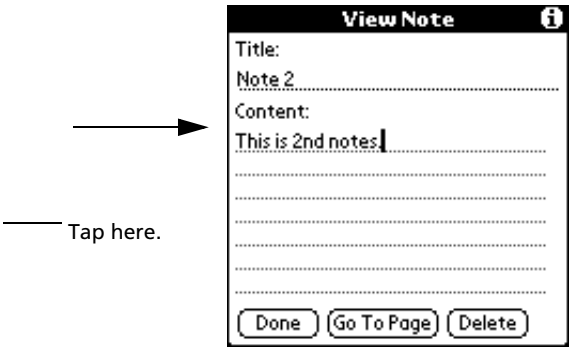
- Draw the View Note Manager Graffiti shortcut: Graffiti command stroke + V.

2 Tap a note entry.

3 Tap any of the following command buttons to perform a task.

- **View**. Tap to display the View Note screen**.**



The note title and note content of the selected note entry is displayed on the View Note screen. There are three command buttons on this screen:

– **Done.** Tap to revert to the Note Manager screen.

– **GoTo Page.** Tap to open the eBook file to which the note was added.

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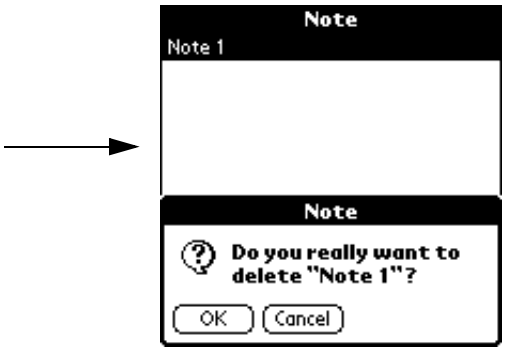
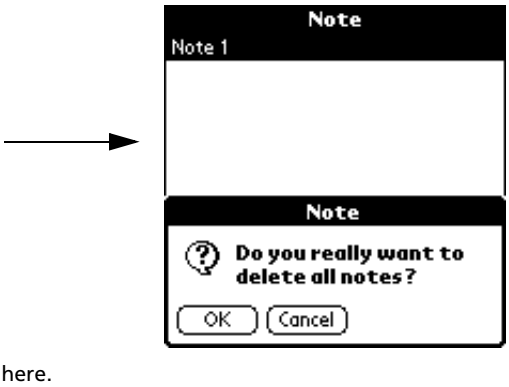
– **Delete**. Tap to delete the selected note entry. A confirmation dialog box appears.



- **Delete**. Tap to delete the note currently highlighted in the Note Manager screen. A confirmation dialog box appears.
- **Delete All**. Tap to delete all note(s) displayed in the Note Manager screen. A confirmation dialog box appears.



- **Done**. Tap to revert to Read Document mode.

eBook Reader menus

eBook Reader menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

eBook Reader has three menus: Options, Bookmark and Note.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

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Options menu

The Options menu differs depending on whether you're displaying the menu bar from the Book Manager screen or from Read Document mode.

Options menu in Read Document mode

Options menu in Book Manager view

Large Line Space	Sets the line space between lines to four pixels.
Median Line Space	Sets the line space between lines to three pixels.
Small Line Space	Sets the line space between lines to two pixels.
Book Manager	Display the Book Manager screen.

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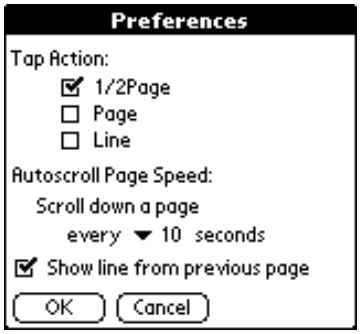
Preferences



Opens the eBook Reader Preferences screen to define default Options settings for the active document.

- **Tap Action**. Defines the scrolling behavior after tapping the top/bottom half of the screen. Options include:
  - **1/2 Page**. Scrolls the screen up/down half a page.
  - **Page**. Scrolls the screen up/down one page.
  - **Line**. Scrolls the screen up/down one line.
- **Auto Scroll Page Speed**. Defines the speed of scrolling when Auto Scroll mode is activated.

  Speed options include:
  - **every** (5, 10, 15, 20, 25, 30,3 5, 40, and 45) **seconds**. Default value is 10.
- **Show line from previous page**. Enabling (default) this option will scroll up the screen minus one line of text. This means that the last line of the screen after scrolling is the same line that was at the top of the screen before scrolling.

About eBook Reader Shows version information for eBook Reader.

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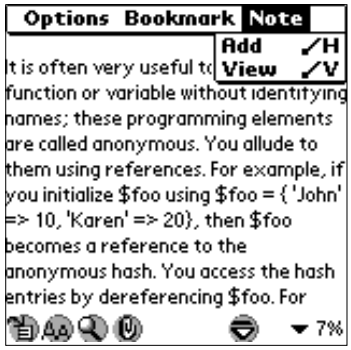
Bookmark menu

Options Bookmark Note
Add /N
View /L
It is often ve ate a
function or variable without identifying
names; these programming elements
are called anonymous. You allude to
them using references. For example, if
you initialize $foo using $foo = { 'John'
=> 10, 'Karen' => 20}, then $foo
becomes a reference to the
anonymous hash. You access the hash
entries by dereferencing $foo. For
7%

Note menu


Options Bookmark Note
Add /H
View /V
It is often very useful t
function or variable without identifying
names; these programming elements
are called anonymous. You allude to
them using references. For example, if
you initialize $foo using $foo = { 'John'
=> 10, 'Karen' => 20}, then $foo
becomes a reference to the
anonymous hash. You access the hash
entries by dereferencing $foo. For
7%

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Using Backup

Backup allows you to back up data files and applications from your Acer s10's internal memory to a *Memory Stick* and to restore such data back to your handheld. This feature enables you to manage the contents of your Acer s10's internal memory based on your current space requirements.

NOTE: Before using the Backup utility, first insert a *Memory Stick* into your Acer s10's *Memory Stick* slot. Refer to "To insert a *Memory Stick*" on page 217 for more information.

Backup function

The Backup function has two operating modes based on the scope of files to be back up:

- **Complete Backup**. Scope of backup files includes all data and program files, including applications and databases stored in your Acer s10's internal memory.
- **Partial Backup**. Scope of backup files only includes PIM (Personal Management Information) databases — referring only to your basic applications.

  Your Acer s10's basic applications include Date Book, Address Book, To Do List, Memo Pad, Expense and Mail.

NOTE: All application launch keys are disabled during the backup process.

When the Complete Backup or Partial Backup tab is tapped when no *Memory Stick* is properly inserted in the slot, a warning message pops up.

Tap OK to revert to the Backup main screen, then check if a *Memory Stick* is properly inserted in the slot.

NOTE: This warning message also applies when the Complete Restore or Partial Restore tab is tapped.

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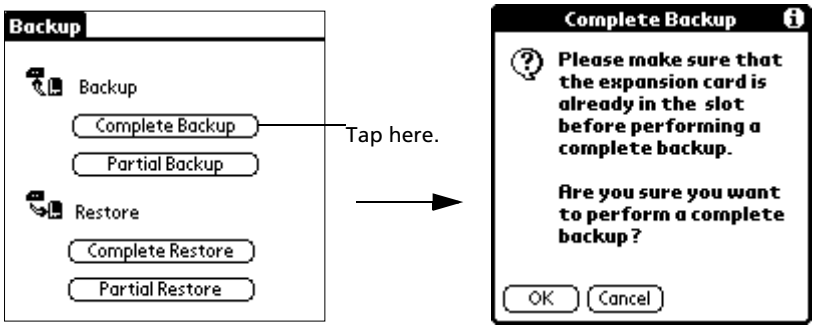
When free space in the resident *Memory Stick* is less than the size of the data to be copied from the Acer s10's internal memory, a warning message pops up

Backup
Warning
Not enough space left on expansion card. Please insert a card with more available space, or else delete some items from the card.
OK

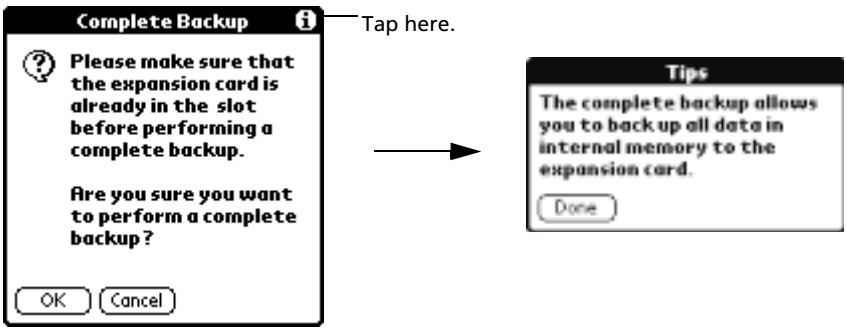
Tap OK to revert to the Backup main screen, then either delete files from the resident Memory Stick to increase its free space or insert a new Memory Stick with a larger free space enough to accomodate the size of the intended backup data.

To perform a complete backup:

1 On the Backup main screen, tap Complete Backup to display the Complete Backup dialog box.



You can tap the Tips icon ⓘ to view information on the Complete Backup function.


Complete Backup
Please make sure that the expansion card is already in the slot before performing a complete backup.
Are you sure you want to perform a complete backup?
OK
Cancel
Tap here.
Tips
The complete backup allows you to back up all data in internal memory to the expansion card.
Done

Tap Done after viewing.

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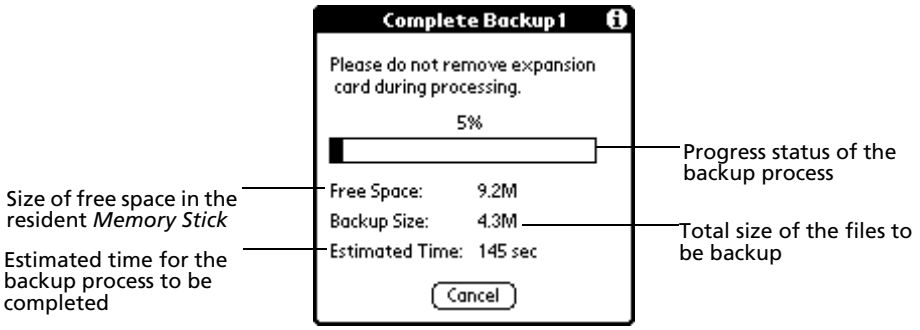
2 Tap OK to start backup process.

During the backup process, a progress screen displaying related backup information appears.


Complete Backup 1
Please do not remove expansion card during processing.
5%
Free Space: 9.2M
Backup Size: 4.3M
Estimated Time: 145 sec
Cancel
Size of free space in the resident *Memory Stick*
Estimated time for the backup process to be completed
Progress status of the backup process
Total size of the files to be backup

Tap Cancel to stop the backup process. No files will be saved and the backup process will be disregarded.

3 When the backup process is completed, a message window appears.

4 Tap OK to revert to the Backup main screen.

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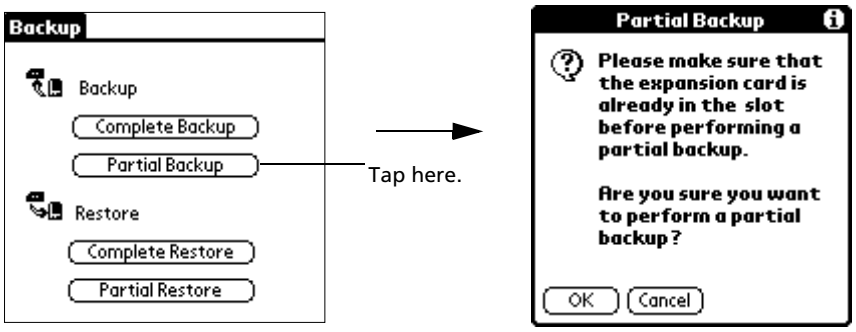
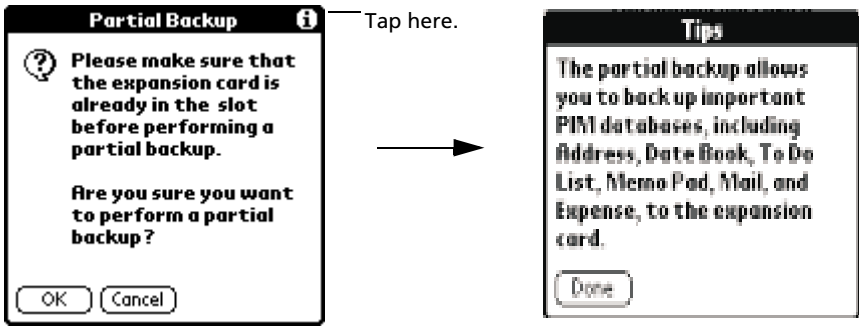
To perform a partial backup:

The procedure in performing a partial backup is similar to the complete backup process.

1 On the Backup main screen, tap Partial Backup to display the Partial Backup dialog box.



You can tap the Tips icon ⓘ to view information on the Partial Backup function.


Partial Backup
Please make sure that the expansion card is already in the slot before performing a partial backup.
Are you sure you want to perform a partial backup?
OK
Cancel
Tap here.
Tips
The partial backup allows you to back up important PIM databases, including Address, Date Book, To Do List, Memo Pad, Mail, and Expense, to the expansion card.
Done

Tap Done after viewing.

2 Tap OK to start backup process.

Elements in the Partial Backup progress screen are similar to those shown in the Complete Backup progress screen.

Tap Cancel to stop the backup process. No files will be saved and the backup process will be disregarded.

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3 When the backup process is completed, a message window appears.

4 Tap OK to revert to the Backup main screen.

Backup errors

In cases when a processing error is encountered during the backup process, an error message appears.

Error message encountered in a Complete Backup process

Error message encountered in a Partial Backup process

You can later review these error messages using the Log feature of the Restore function. Refer to "To view backup error log" on page 189 for more information.

Restore function

The Restore function has two operating modes based on the type of backup data to be restored:

- **Complete Restore**. Enables you to restore backup data generated by a complete backup process to your Acer s10's internal memory.
- **Partial Restore**. Enables you to restore backup data generated by a partial backup process to your Acer s10's internal memory.

NOTE: During the restore process, all application launch keys as well as the power button is disabled.

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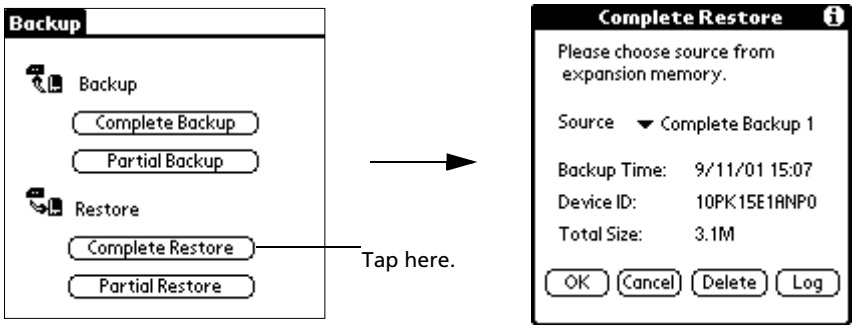
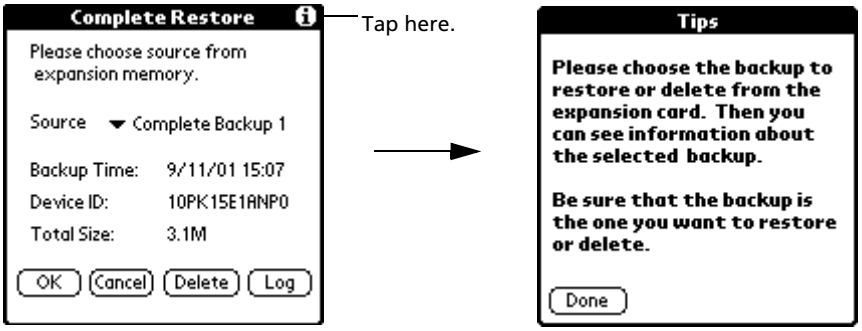
To perform a complete restore:

1 On the Backup main screen, tap Complete Restore to display the Complete Restore dialog box.



You can tap the Tips icon ⓘ to view information on the Complete Restore function.


Complete Restore
Please choose source from expansion memory.
Source
Complete Backup 1
Backup Time: 9/11/01 15:07
Device ID: 10PK15E1ANP0
Total Size: 3.1M
OK
Cancel
Delete
Log
Tap here.
Tips
Please choose the backup to restore or delete from the expansion card. Then you can see information about the selected backup.
Be sure that the backup is the one you want to restore or delete.
Done

Tap Done after viewing.

NOTE: The Complete Restore and Partial Restore functions display the same Tips information.

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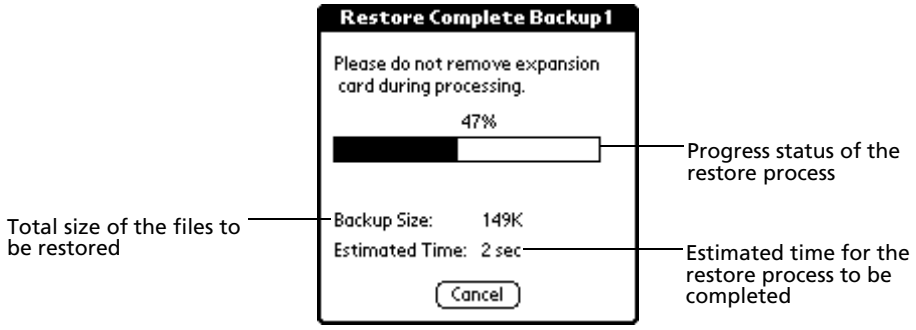
2 Tap the Source pick list to select the Complete Backup file to restore.

The Complete Restore screen displays the following information regarding the selected backup file:

NOTE: Only Complete Backup files copied from the same Acer s10 (i.e., same device ID) is displayed in the Source drop-down window.

3 Tap OK to start the restore process.

During the restoration process, a progress screen appears displaying related information on the restore process.


Restore Complete Backup 1
Please do not remove expansion card during processing.
47%
Backup Size: 149K
Estimated Time: 2 sec
Cancel
Total size of the files to be restored
Progress status of the restore process
Estimated time for the restore process to be completed

4 When the restore process is completed, a message window appears.

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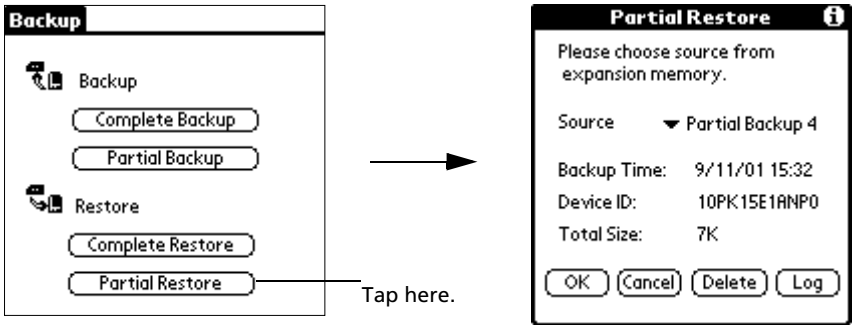
5 Tap OK to revert to the Backup main screen.

To perform a partial restore:

The procedure in performing a partial restore is similar to the complete restore process.

1 On the Backup main screen, tap Partial Restore to display the Partial Restore dialog box.



2 Tap the Source pick list to select the Partial Backup file to restore.

Elements in the Partial Restore screen are similar to those shown in the Complete Restore screen.

NOTE: Only Partial Backup files copied from the same Acer s10 (i.e., same device ID) is displayed in the Source drop-down window.

3 Tap OK to start the restore process.

Elements in the Partial Restore progress screen are similar to those shown in the Complete Restore progress screen.

4 When the restore process is completed, a message window appears.

5 Tap OK to revert to the Backup main screen.

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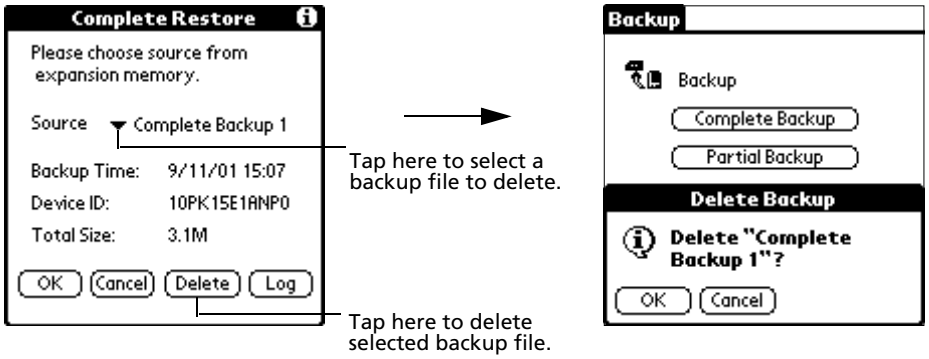
Deleting a backup file from the *Memory Stick*

To increase the size of available free space in the resident *Memory Stick*, you have the option to delete backup files that you no longer need.

To delete a backup file from the resident *Memory Stick*:

1 In either the Complete Restore or Partial Restore dialog box, tap the Source pick list to select the backup file you want to delete.

2 Tap Delete. A confirmation dialog box appears.



3 Tap OK.

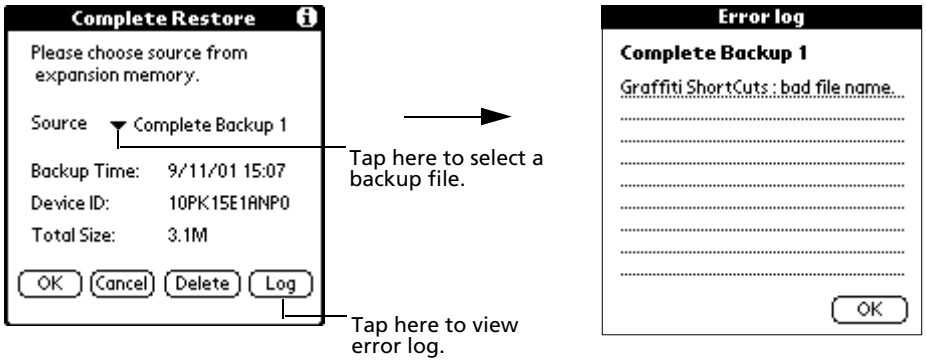
Viewing backup error log

You have the option to review error messages encountered during a complete or partial backup process.

To view backup error log

1 In either the Complete Restore or Partial Restore dialog box, tap the Source pick list to select a backup file with an error log you want to view.

2 Tap Log to display the Error Log screen.



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3 Tap OK.

Backup menu

The Backup menu shown here is for your reference only.

Backup has only one menu: Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Options menu

About Backup Shows version information for Backup.

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Using Service Launcher

With Service Launcher, you can easily activate dedicated Personal Service applications installed in your Acer s10.

Using Service Launcher

Activate Service Launcher to let search for dedicated Personal Service applications under the Service category of the Applications Launcher.

If a dedicated Personal Service application is found, the Personal Service screen appears.

Illustration suggestion (Delete this suggestion when completed): *Personal Service screen*

NOTE: Only applications categorized under the Service category will be displayed on the Personal Service screen.

Tap any application icon on the Personal Service screen to automatically launch that application.

If a pre-categorized Service application is moved or deleted to another category, Service Launcher will no longer include the application in the Personal Service screen.

When no dedicated Personal Service application is found, the dialog box below appears.

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Illustration suggestion (Delete this suggestion when completed): *Welcome page of Personal Service screen*

Using the Quick Launcher function

By default, tapping the Service icon @ on the upper-right corner of the Graffiti area will launch Service Launcher displaying the Personal Service screen. However, you can choose to reassign this icon to launch a specific dedicated Personal Service application.

Using the Quick Launcher function, you can set which dedicated Personal Service application to launch whenever the Service icon on the upper-right corner of the Graffiti area is tapped.

To define Quick Launcher settings:

1 On the Personal Service screen, tap the Quick Launcher pick list to display the applications categorized under the Service category.

Illustration suggestion (Delete this suggestion when completed): *Personal Service screen with call out to Quick Launcher with options*

2 Select an application.

The selected application will now be launch every time you tap the Service icon on the upper-right corner of the Graffiti area.

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To disable Quick Launcher function:

1 On the Personal Service screen, tap the Quick Launcher pick list.

Illustration suggestion (Delete this suggestion when completed): *Personal Service screen with call out to Quick Launcher showing options*

2 Select None.

Quick Launcher settings revert to its default value, that is to open Service Launcher every time the Service icon @ on the upper-right corner of the Graffiti area is tapped.

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6 Working with your PC-end utilities

Your Acer s10 includes PC-end utilities designed to complement the functions of your handheld applications.

- Palm Desktop Software
- Voice Converter
- eBook Converter

This chapter is organized into two sections, namely:

- Overview of PC-end utilities
- Using your PC-end utilities

Overview of PC-end utilities

This section will give you a brief description of each PC-end utility.

Palm Desktop software

The main complementing function of Palm Desktop software to your Acer s10 is its role in performing a HotSync operation so that information in your handheld and your computer remains synchronized with each other.

For more information on instaling Palm Desktop software in your computer, refer to "Installing Palm Desktop software" on page 11.

For more information on using your Palm Desktop software, refer to its online help.

Refer to "11 Exchanging and updating data using HotSync operations" on page 253 for more information.

To launch Palm Desktop software:

1. Click the Windows Start button .
2. Select Programs > Palm Desktop.
3. Select the Palm Desktop software you want to open.

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Voice Converter

Voice Converter enables you to convert the .pdb audio files generated by Recorder into .mp3 files that you can play from using any regular MP3 player.

Voice Converter only supports conversion of Recorder .pdb files to standard .mp3 format. Conversion mode is from .pdb to .mp3 format.

For more information on using Recorder, refer to page 149.

To launch Voice Converter:

1. Click the Windows Start button .
2. Select Programs > Acer s10.
3. Click the Voice Converter icon .

eBook Converter

eBook Converter enables you to convert your regular document files into Acer eBook file format supported by your Acer s10's eBook Reader.

File formats supported by eBook Converter includes:

- .html
- .txt
- Microsoft Word (97 and 2000 version) .doc and .rtf
- Palm eBook format (.pdb)

After conversion, you can use HotSync to transfer the new eBook files to your Acer s10's internal memory or you can store it in a *Memory Stick*. Either way, converted documents will be accessible from your Acer s10 through eBook Reader.

For more information on using eBook Reader, refer to page 161.

Refer to page 253 for more information on HotSync operations.

To launch eBook Converter:

1. Click the Windows Start button .
2. Select Programs > Acer s10.
3. Click the eBook Converter icon .

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Using Voice Converter

With Voice Converter, you can convert the .pdb audio files generated by Recorder into .mp3 files which you can play from any regular MP3 player.

NOTE: Voice Converter only supports conversion of Recorder .pdb files to standard .mp3 format. Conversion mode is from .pdb to .mp3 format.

After conversion, you can transfer the converted files to your Acer s10 via HotSync procedures.

Refer to page 253 for more information on performing HotSync operations.

Installing Voice Converter

1. Turn on your computer.
2. Insert the Acer s10 handheld Installation CD into the computer's CD-ROM drive.
3. On the menu screen, click Install Supplementary Applications.
4. Select Install Voice Converter.
5. On the Choose Destination Location window, select a folder where Setup will install the program files.

   Default directory is C:\Program Files\Acer s10\Voice Converter.

   Click the Browse button to select a different location.
6. Click Next.
7. On the Select Program Folder window, select a program folder where Setup will add the program icons.

   The default program folder is Acer s10.

   You can choose another program folder from the Existing Folders list.
8. Click Next to start the installation process.
9. Click Finish on the Setup Complete window.

   If the Launch Voice Converter option box is checked (default), Voice Converter is automatically launched, displaying the application main screen.

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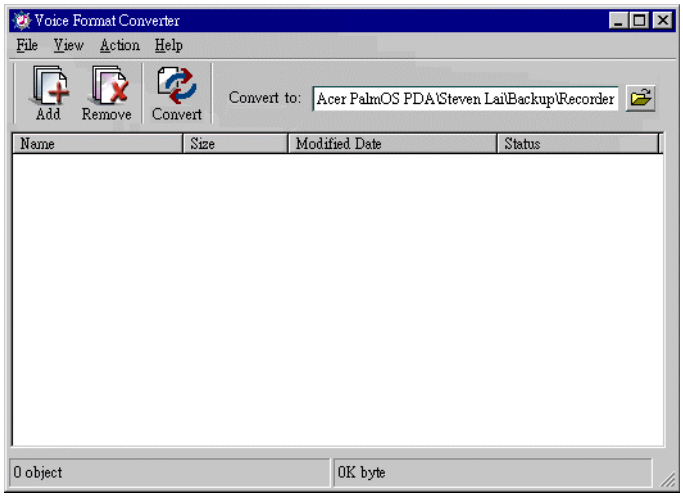

Voice Converter toolbar

Use the four command icons on the toollbar to perform basic application tasks.

NOTE: The toolbar icons perform the same function as their corresponding menu bar commands.

Default path for the Convert to field is C:\Program Files\Acer s10\Voice Converter. If you want to define a different destination folder to which the converted file will be save, click .

To select a file in the source file list:

- **Left-click**. Selects a single file in the source file list.
- **Click and drag**. Selects sequential files in the source file list.
- **Shift + Left-click**. Selects sequential files in the source file list.
- **Ctrl + Left-click**. Selects non-sequential files in the source file list.
- **Left-click on an empty area**. Deselects all selected file(s).

To add a file to the source file list:

NOTE: Adding a file to the source file list does not remove that file from its original location; only a copy of that file is added to the source file list folder.

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1 Click the Add icon to display the Add window.

2 Define the source path of the file you want to add.

3 Select the file you want to add.

TIP: You can select and add multiple files at the same time.

4 Do one of the following:

- If you selected a single file, click the Open button or double-click the selected file.
- If you selected multiple files, click the Open button.

NOTE: The first time you add a file, the default destination folder is the program's path you defined during the installation process. Afterwhich, the default path will be change to the last folder from which you accessed a file for conversion.

To remove a source file from the source file list:

1 On the source file list, select the file you want to remove.

TIP: You can select and remove multiple files at the same time.

2 Click the Remove icon .

TIP: You can also use the Delete key in your keyboard.

The selected file(s) is removed from the source file list.

To remove all files from the source file list:

1 Click the File menu.

2 Select Remove All. A confirmation dialog box appears.

3 Click Yes.

To convert listed source file(s) to .mp3 format:

1 Click the Browse icon to define the destination folder where the converted file will be save.

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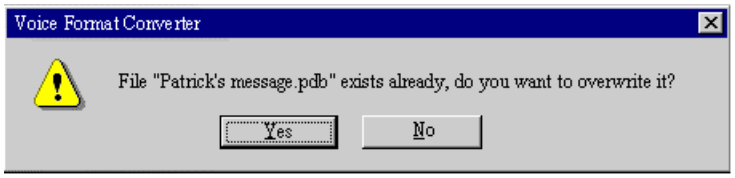
2 Click the Convert icon .

If an error occurred during conversion, a warning message pops up.

Click OK.

If an existing .mp3 file in the destination folder has the same filename as the source file that is to be converted, the following dialog box appears:



Click Yes to overwrite the existing file; otherwise, click No.

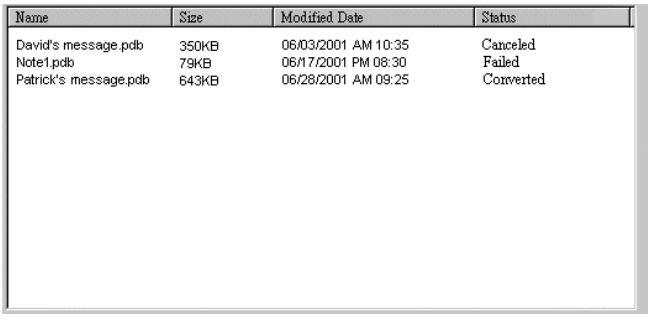
To convert all listed files to .mp3 format:

- Click the Convert All icon .

NOTE: The warning messages that appear when converting selected file(s) in the source file list also applies when the same situations are encountered in converting all files in the list.

Voice Converter source file list

The Voice Converter source file list displays four columns of information:



Name Displays the filename of the source file.

Size Displays the size of the source file.

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Modified Date Displays the date when the source file was last modified.

Status Displays the conversion status of the source file.

- **Cancelled.** Indicates that the user has chosen not to overwrite an existing file.
- **Converted.** Indicates that the source file has been successfully converted to .mp3 format.
- **Failed.** Indicates that an error occured during file conversion.

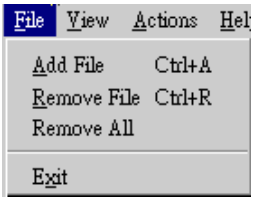
Voice Converter menus

Voice Converter menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Voice Converter has four menus: File, View, Action, and Help.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

File menu



Exit Closes Voice Converter.

View menu

Toolbar Check to show toolbar (default). To hide toolbar, uncheck this option.

Status Bar Check to show status bar (default). To hide the status bar uncheck this option.

Action menu

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Help menu

Illustration suggestion (Delete this suggestion when completed): *Help drop-down window and About box*

Help Topic	Click to display the Voice Converter online guide.
About Voice Converter	Displays version information for Voice Converter.

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Using eBook Converter

With eBook Converter, you can convert regular document files into Acer .pdb format files that you can access from your Acer s10 using eBook Reader.

Installing eBook Converter

1. Turn on your computer.
2. Insert the Acer s10 handheld Installation CD into the computer's CD-ROM drive.
3. On the menu screen, click Install Supplementary Applications.
4. Select Install eBook Converter.
5. On the Choose Destination Location window, select a folder where Setup will install the program files.

   Default directory is C:\Program Files\Acer s10\eBook Converter.

   Click the Browse button to select a different location.
6. Click Next.
7. On the Select Program Folder window, select a program folder where Setup will add the program icons.

   The default program folder is Acer s10.

   You can choose another program folder from the Existing Folders list.
8. Click Next to start the installation process.
9. Click Finish on the Setup Complete window.

   If the Launch eBook Converter option box is checked (default), eBook Converter is automatically launched, displaying the application main screen.

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eBook Converter toolbar

Use the seven command icons on the toolbar to perform application tasks.

NOTE: The toolbar icons perform the same function as their corresponding menu bar commands.

The User and Install to fields are disabled if the Select a Palm Desktop User for Auto Installation option on the Destination window is unchecked.

Refer to "Options menu" on page 212 for more information.

To select a file in the source file list:

- **Left-click**. Selects a single file in the source file list.
- **Click and drag**. Selects sequential files in the source filelist.
- **Shift + Left-click**. Selects sequential files in the source file list.
- **Ctrl + Left-click**. Selects non-sequential files in the source file list.
- **Left-click on an empty area**. Deselects all selected file(s).

To create a new list file:

- Click the New icon . A new list file appears.
  If there is an open, unsaved list file, a dialog box prompting the open list file to be save appears.

  Click Yes to save the open, unsaved list file; otherwise, click No.

  To return to the open, unsaved list file, click Cancel.

To open an existing list file:

1 Click the Open icon to display the Open window.

Illustration suggestion (Delete this suggestion when completed): *Open window*

If there is an open, unsaved list file, the same dialog box as above appears.

2 Define the source path of the list file you want to open.

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3 Select the list file you want to open.

4 Do one of the following:

- Click the Open button.
- Double-click the selected list file.

To save a list file:

- Click the Save icon .

To use the Save As menu command:

1 Click the File menu.

2 Select Save As. The Save As window appears.

3 Define the destination folder where the list file will be save.

4 Specify a filename for the list file.

5 Click the Save button.

If an existing list file in the destination folder has the same filename as the one you defined, a dialog box appears.

Click Yes to overwrite the existing file with the current file; otherwise, click No.

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To add a file to the source file list:

NOTE: Adding a file to the source file list does not remove that file from its original location; only a copy of that file is added to the source file list folder.

1 Click the Add icon to display the Add window.

2 Define the source path of the file you want to add.

3 Select the file you want to add.

TIP: You can select and add multiple files at the same time.

4 Do one of the following:

- If you selected a single file, click the Open button or double-click the selected file.
- If you selected multiple files, click the Open button.

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If an existing file (of the same file format as the file you intend to add) in the source file list has the same filename as the file you want to add, the dialog box below appears.

Click Yes to overwrite the existing file; otherwise, click No.

NOTE: Yes to All and No to All options apply when multiple files in the source file list have the same filename as the files you want to add.

The maximum file size for a source file to be converted by eBook Converter is 10 MB. When you try to add a file greater than 10 MB, the warning message below appears, and the attempt to add the file to the source file list will be disregarded.

Click OK.

NOTE: The first time you use the Open, Add, Save and Save As commands, the default destination folder is the program's path you defined during the installation process. The default path will be change to the last folder you opened or saved a list to for the Open, Save and Save As commands. For the Add command, it is the last folder from which you accessed a file for conversion.

To remove a file from the source file list:

1 On the source file list, click the file you want to remove.

NOTE: You can select and remove multiple files at the same time.

2 Click the Remove icon .

To remove all files from the source file list:

1 Click the File menu.

2 Select Remove All. A confirmation dialog box appears.

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3 Click Yes.

To convert a source file to Acer eBook format:

1 On the source file list, select the file you want to convert.

TIP: You can select and convert multiple files at the same time.

2 Click the Convert icon .

If a Microsoft Word file is selected for conversion and Microsoft Word 97 or Microsoft Word 2000 is not installed in your system, a warning message pops up.

Click Yes to convert all selected file(s), excluding Word file(s); otherwise, click No.

If an error occurred during conversion, a warning message pops up.

Click OK.

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If an existing eBook file in the destination folder has the same filename as the source file that is to be converted, the following dialog box appears:

Click Yes to overwrite the existing file; otherwise, click No.

To convert all files in the source file list:

- Click the Convert All icon .

NOTE: The warning messages that appear when converting selected file(s) in the source file list also applies when the same situations are encountered in converting all files in the list.

Conversion reminders

Note the following reminders before performing a conversion task.

1 When converting an .html file, remember to:
   - Keep only the internal hyperlinks (i.e., hyperlinks with target location within the same document).
   - Remove all images from the file.

2 When converting a Microsoft Word .doc file with hyperlinks, convert first the .doc file to HTML format before converting it to Acer eBook format.

eBook Converter source file list

The eBook Converter source file list displays six columns of information which include:

Source	Displays the filename of the source file.
Title	Displays the eBook's title defined in the File Properties screen. If no title is defined, this column will be empty.
User	Displays the eBook's user name defined in the Destination screen. If no user name is defined, this column will be empty.
Destination	Displays the full path of the destination location of the eBook.

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Size Displays the file size of the source file.

Status Displays the conversion status of the source file.

- **Conversion successful, eBook file size.** Indicates that the source file has been successfully converted to Acer eBook format; also shows the file size of the eBook.
- **Conversion Failed.** Indicates that an error occured during file conversion.
- **Cancelled.** Indicates that the user has chosen not to convert the source file.

eBook Converter menus

eBook Converter menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

eBook Converter has five menus: File, View, Action, Options and Help.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

File menu

Exit Closes eBook Converter.

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View menu

Toolbar	Check to show toolbar (default). To hide toolbar, uncheck this option.
Status Bar	Check to show status bar (default). To hide the status bar uncheck this option.

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Action menu

Options menu

- **File Properties.** Click to display the File Properties screen. This option is

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disabled when multiple files are selected in the source file list.

Use this screen to define general information for the corresponding eBook file of the selected source file. These information will be displayed in the eBook Reader's Details screen when you open the eBook from your Acer s10.

Refer to "To view detailed information about eBook file" on page 162 for more information.

The first two items are non-configurable.

- **Source Location.** Shows the file path for the source file of the selected eBook.
- **Size.** Shows the file size of the corresponding eBook.

The last four items are user-configurable.

- **Author**. Enter the name of the eBook's author (may be left blank).
- **Publisher.** Enter the name of the eBook's publisher (may be left blank).
- **Publish Date.** Click the pick list to display a calendar window to specify the eBook's publish date (may be left blank).

- **eBook Title.** Enter an eBook title.

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NOTE:
The maximum length for the eBook's Author, Publisher and Title field is 16 characters (including blank spaces). Default eBook title will be taken from the first 16 characters of the source filename.

- **Destination.** Click to display the Destination screen.

Use this screen to define default destination properties for all files in the source file list.

– **Select a Palm Desktop User for Auto Installation**. Check this option to select a Palm Desktop user name. The selected user name will appear in the toolbar's User field. When this option is unchecked, the User and Install To fields on the toolbar will be disabled.

There are two options:

- **Install to Handheld**. eBook files are automatically installed on your Acer s10 after a HotSync operation.

- **Install to Expansion Card**. eBook files will be stored in a *Memory Stick*.

– **Save a Copy to**. Define the folder where eBook Converter will save a copy of the eBook to.

There are two options:

- **Same folder as source file**. A copy of the eBook will be created in the same folder as the source file.

- **Specify folder**. A copy of the eBook will be created in the defined path. Default path is the system Temp folder. Click the _____ to select another path.

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Help menu

Help Topic	Click to display the eBook Converter online Help.
About eBook Converter	Displays version information for eBook Converter.

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7 Using expansion features

On the top of your Acer s10 is a *Memory Stick* slot. This enables you to use a *Memory Stick* for installing additional applications, increasing memory and performing backup procedures.

Refer to "Rear panel" on page 4 for the location of the *Memory Stick* slot.

For instructions on how to use a *Memory Stick* to perform backup procedures, refer to "Using Backup" on page 181.

In addition, your Acer s10's versatile connector allows you easily attach and use peripheral hardware devices, such as a modem, a portable keyboard or a Global Positioning System (GPS) receiver. Refer to "Front panel" on page 2 for the location of the versatile connector.

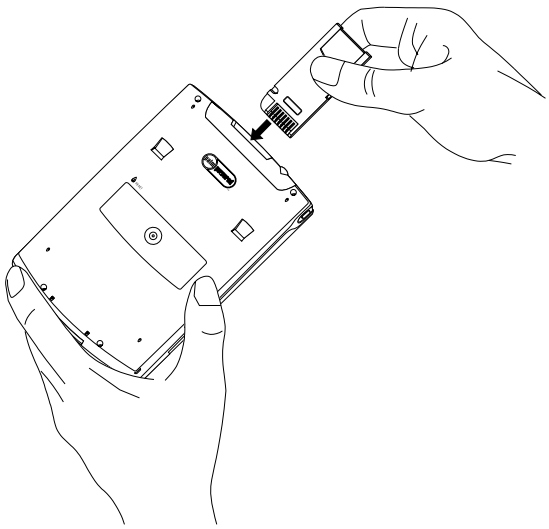
NOTE: For information on how to install and operate your peripheral devices, refer to the documentation that accompany each device.

Inserting and removing a *Memory Stick*

To insert a *Memory Stick*:

1 Hold your Acer s10 securely.

2 Insert the *Memory Stick* into the *Memory Stick* slot.



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3 Push the card into the slot using your finger until you feel the card lock and hear an audible system sound; this will signal that the card is already properly seated within the slot.

To remove a *Memory Stick*:

1 Hold your Acer s10 securely.

2 Release the card from the slot by using your thumb to push against the top of the card, as if you were pushing it further into the slot. An audible system sound will signal that the card has been released.

3 Gently remove the card from the slot.

Switching between your Acer s10 internal memory and a *Memory Stick*

When you use a *Memory Stick*, Acer s10 creates and displays a new source category referring to the resident *Memory Stick*. You can then easily switch between the applications stored in your Acer s10 internal memory and on the *Memory Stick*.

To switch source category to *Memory Stick*:

1 In Applications Launcher, tap the pick list in the upper-right corner of the screen.

2 Tap the item referring to the resident *Memory Stick*. The contents of the resident *Memory Stick* will be displayed on the Applications Launcher screen.

NOTE: Name for the source category referring to the resident *Memory Stick* is user-configurable. Refer to "Renaming a card" on page 221 for more information.

Copying applications to a *Memory Stick*

You can copy applications from your Acer s10 to your *Memory Stick* and vice versa.

To copy an application:

1 In Applications Launcher, tap the Menu icon to display the menu bar.

2 Tap Copy to display the Copy screen.

3 Select the source and the destination using the From and the Copy To pick lists

4 Select the application and then tap Copy. The application is copied to the selected destination.

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NOTE: Some applications and databases are copy-protected and cannot be copied. These are listed with a lock icon next to them.

Deleting applications from a *Memory Stick*

To delete an application from a *Memory Stick*:

1. In Applications Launcher, tap the Menu icon to display the menu bar.
2. Tap Delete to display the Delete screen.
3. Tap the application you want to delete.
4. Tap Delete.
5. Tap Done.

Displaying information for *Memory Stick* applications

To display information about an application on your *Memory Stick*:

1. In Applications Launcher, tap the Menu icon to display the menu bar.
2. Tap Info.

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3 In the Device pick list, tap the item referring to the resident *Memory Stick*. The size of the applications in the resident *Memory Stick* is displayed.

NOTE: The *Memory Stick* icon is displayed on the pick list with the corresponding card name indicated. This card name is user-configurable.

4 To display the application version, tap Version.

NOTE: When you tap More, you access the Card Info application, described in the Using Card Info section.

Card Info

Card Info displays the summary information for each known directory type found in the resident *Memory Stick*.

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Reviewing card information

1 In Applications Launcher, tap the Card Info icon .

Information on Card name, Type and Size are displayed as well as a summary of its contents by directory.

Renaming a card

1 In Applications Launcher, tap the Card Info icon .

2 Tap the Menu icon .

3 Tap Rename Card to display the Rename Card dialog box.

4 Enter the new name for the card.

5 Tap Rename.

Formatting a card

1 In Applications Launcher, tap the Card Info icon .

2 Tap the Menu icon .

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3 Tap Format Card to display the Format Card dialog box.

4 Tap OK.

NOTE: When you format a Memory Stick, all data stored on will be lost.

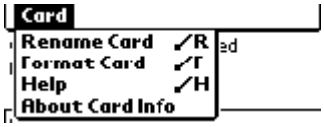
Card Info menu

The Card Info menu shown here is for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Card Info has only one menu: Card

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Card menu



Help	Provides help text.
About Card Info	Shows version information for Card Info.

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8 Using the Attention Manager

Many applications (such as Date Book and Clock) want to get your attention with some sort of alarm. Attention Manager allows you to conveniently manage all of these notifications in one place. Appointments and messages can stack up while you are away from your device. Attention Manager lets you view them from a single list, where you can selectively dismiss or follow up on each event.

Applications will signal for your attention at two different levels: insistent and subtle. Each will be discussed in detail below.

Insistent alarms

Insistent applications open a Reminders dialog screen, and may play a sound or flash the LED indicator depending on your Alarm Preferences settings. Alarms continue until you snooze or dismiss them. If the sound can be interrupted, you can tap anywhere on the screen, or press any button to silence it. Attention Manager will always open immediately when new insistent alarms are posted.

Using the Reminder command buttons

The Reminder dialog screen has three buttons for responding to an alarm.

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OK	Tap to make the reminder go away, with no further notification.
Snooze	Tap to switch to the application that was running when the alarm went off. The Reminder dialog screen will again be displayed after five minutes. You can go back to the Reminder dialog screen right away by tapping on the blinking indicator in the upper left corner of the screen. For more information, see "Understanding the blinking alarm indicator" later in this chapter.
Go To	Tap to switch to the application that created the alarm, and show the record that caused the alarm. You may have to navigate within the application. There will be no further notification.

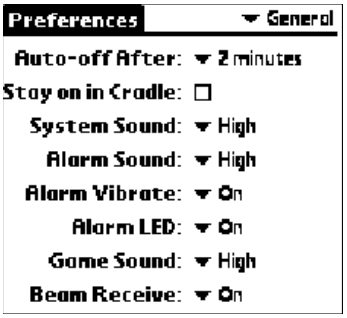
Setting the alarm volume

You control most alarm volumes globally in the General panel of the Prefs menu:

1 Tap the Applications icon, and then tap the Prefs icon.

2 Tap the General pick list in the upper right corner of the screen.

3 Set the volume using the Alarm Sound pick list.



NOTE: Your Acer s10 has a LED indicator which you can set to flash when an alarm is activated by toggling the Alarm LED setting on and off.

Setting alarm sound effects

Some applications allow you to set a song or a sound effect to use as an alarm, determine how many times to play it, with a pause in between. For example, to set alarm preferences for a Date Book alarm, do the following:

1 In Date Book, tap the Menu icon.

2 Tap the Options menu.

3 Select Preferences to display the Preferences screen.

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4 Tap the Alarm Preset check box. If you want alarms to sound, define a value for the following by tapping on their respective pick lists:

Alarm Sound Sets the alarm sound effects, for example, Bird or Concerto.

Remind Me Sets how soon you want the alarm to sound before the event.

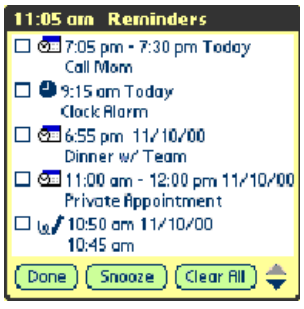
Play Every Sets how many times the alarm repeats before giving up; the pause between each time the alarm sounds

Using the Reminders list screen

The Reminders screen changes to a list of items that require your attention under two insistent alarm conditions:

- When a second application attempts to get your attention and the first has not been dismissed or snoozed.
- When the same application makes a second attempt when the first Reminder screen has not been yet dismissed or snoozed.

Each listed reminder contains the date and time of the event. Depending on the application displaying the reminder, you may see an icon representing the application, and up to two lines of text.



Tapping on the text or icon will "Go To" that item and delete the event from the Reminders list screen.

Tapping the check box will clear that item, similar to a To Do list item. The Attention Manager will draw a line through the text lines, pause for a moment, and then remove the item from the list, although the original data remains in the application.

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The Reminders list screen displays three buttons that are used to respond to all of the items in the list:

Snooze Puts the Reminders list screen to sleep for five minutes. After this time interval, the Reminders list screen is displayed again. You can go directly to the Reminders list screen without waiting, by tapping the blinking alarm indicator.

Done If the Reminders list appeared because of more than one insistent alarm, tapping Done closes the Reminders list screen, although the events will remain in the application that created them. The Reminders list screen will not appear again, unless you tap the blinking alarm indicator in the menu bar.

If the Reminders list appeared after you tapped the Snooze button, then tapped the blinking alarm indicator, then tapped the Done button, thereminder continue to snooze.

Clear All Removes all the items from the list, but does not close the Reminders screen. Tap this button to erase a list of events that have passed.

For more detail, see "Understanding the blinking alarm indicator" below.

Subtle alarms

Some applications provide a visual, and an optional audible indication, but do not otherwise disrupt your workflow. Subtle alarms do not display a Reminders screen. Instead, a blinking indicator will flash in the upper left corner of the title bar (in applications that allow it) when an alarm is activated.

Understanding the blinking alarm indicator

A blinking alarm indicator appears in the upper left corner of the screen in the menu bar (in applications that allow it) under the following conditions:

- While viewing a Reminders dialog screen, you tap the Done or the Snooze button.
- A subtle alarm is present.

The indicator appears in three different states:

- **Off**. The indicator is not shown at all when the list is empty.
- **Blinking, two states**: When the list is not empty and there are no new items, the "star" indicator will blink on and off until the list has been emptied.

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- **Blinking, three states**: When a new subtle alarm is received, the star will alternate flashing solid, exploded, then off, until you view the new event.

Tapping the indicator opens the Attention Manager in list mode, even if there is only one item.

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9 Managing your desktop email

One of Acer s10's basic applications—Mail, enables you to manage the email you send and receive through your computer's email application. You can read, reply to, compose, and delete emails on your Acer s10 once you've performed a HotSync operation.

You can send or receive email after you've performed a HotSync operation, either locally using your Acer s10's cradle, or remotely using a modem.

Mail synchronizes the emails in the Inbox of your desktop email application with the emails in the Inbox on your Acer s10.

You can do the following in Mail:

- View, delete, file, and reply to incoming emails.
- Create outgoing email items and drafts of email items.
- Create simple or complex filters, which will let you to decide which type of email Acer s10 retrieves from your computer's email application.
- Use your Acer s10 in its cradle to send and retrieve email items from your computer's email application.

Setting up the Mail application on your computer

Before you use the Mail application for the first time, make sure that your computer's email application is installed and running. You must also set up the Palm Desktop software for use with your computer's email application.

NOTE: For instructions on how to set up Palm Desktop sodtware, refer to "Installing Palm Desktop software" on page 11.

Acer s10 supports various computer email applications, including:

- Microsoft Exchange (version 4.0 or higher)
- Eudora (version 3.0.3 or higher)
- Lotus cc: Mail (versions 2.5, 6.0, and 7.0).

You can view the full list of the supported applications when you set up Mail.

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If your computer's email application does not appear on the list, you may still be able to manage your computer's email application from your Acer s10 using special connection software, called a conduit, that lets you synchronize your computer's email application and your Acer s10. Contact the vendor of your email application for more information.

Setting up the Mail application and HotSync options

The following instructions assume that you have installed Palm Desktop software on your computer, but have not yet set up Mail.

To set up Mail on your computer:

1 Choose one of the following options:

- If you have not yet installed Palm Desktop software on your computer, install the software now. You will be prompted to set up Mail as part of the Palm Desktop installation.
- If you already installed Palm Desktop on your computer, and set up Mail, skip to the next procedure, to set up the HotSync options for Mail.

2 In the Windows taskbar, click Start.

3 Select Programs, select Palm Desktop Software, and then click Mail Setup to begin the setup.

4 Follow the instructions onscreen to set up your Acer s10 for use with your computer's email application.

To set or change HotSync options for synchronizing the Mail application:

1 Do one of the following:

- In the bottom right corner of the Windows taskbar (in the system tray), click the HotSync Manager icon .
- If the HotSync Manager icon does not appear on the taskbar, select Programs from the Start menu. Then select HotSync Manager from the Palm Desktop menu.

2 Choose Custom.

TIP: You can also choose Custom from the HotSync menu in Palm Desktop software.

3 Choose Mail from the list box.

4 Click Change.

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5 Select one of the following options:

Synchronize the Files	Synchronizes the email on your Palm Desktop software and your computer's email application.
Desktop overwrites handheld	Replaces the email on your Acer s10 with the email in your computer's email application. Use this option only if the two inboxes get out of sync for some reason. This setting applies to only one HotSync operation and then reverts to the default.
Do Nothing	Turns off communication between your Acer s10 and your computer's email application. This setting applies to only one HotSync operation and then reverts to the default.
Set As Default	Changes the default setting for all HotSync operations.

NOTE: When you first set up Mail, Synchronize the Files is the default setting.

- To turn off Mail, select Do Nothing and then select the Set As Default check box.

6 Click OK.

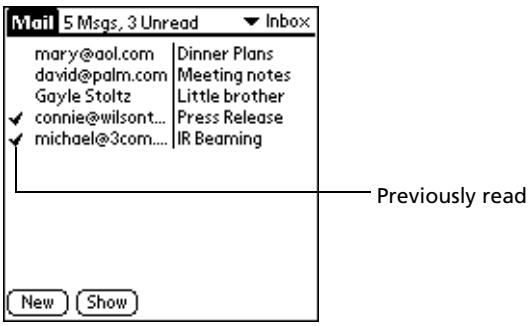
Synchronizing Mail with your email application

After you turn on and set up Mail, you must perform a HotSync operation to synchronize Mail with your computer's email application.

For complete information on using HotSync, refer to "11 Exchanging and updating data using HotSync operations" on page 253.

To open Mail:

- In Applications Launcher, tap the Mail icon to display the Message list screen.



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Viewing, creating, and replying to email

The Mail application lets you create email that your computer's application can send, and view, edit, and reply to email received from your computer. The first time you open the Mail application, it displays the Message list screen.

Viewing email items

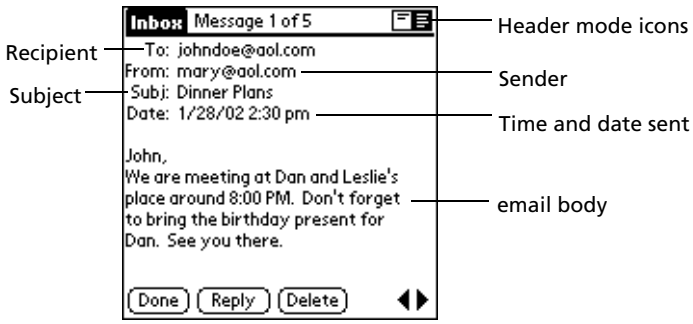
The Message list displays a list of your incoming email items, who sent them, and the date they were received.

A check mark indicates that the emailhave already been read. Email items in bold text indicates a high-priority level.

To view email items:

- Tap an item in the Message list.

  By default, the Mail application shows only the From and Subject fields. You can display complete information about the sender, receiver, and copied recipients, as well as the subject and the date the email item was created.



To change header information:

- Tap a header mode icon in the upper right corner of the screen:

Complete Header	Display the complete information about the sender, receiver, and copied recipients, in addition to the subject and date the email item was created.
Abbreviated Header	Redisplay the abbreviated header.

NOTE: The header type you select is applied to all email items.

To close an email item

- To close an email item, tap Done.

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Creating email items

You create email items in your Acer s10 the same way you create email in your computer's email application:

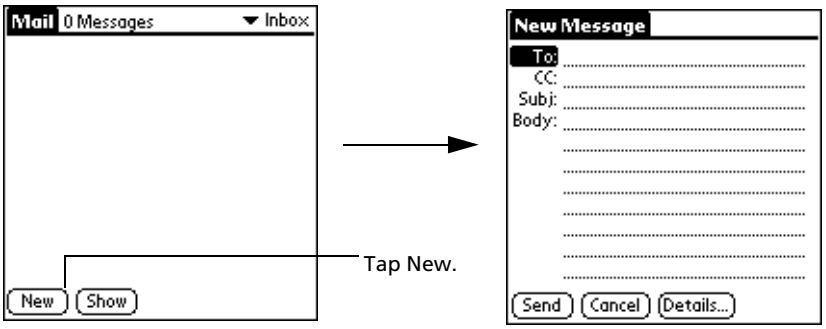
- Identify the recipient of the email item (To field).
- Define a subject (Subject field).
- Create the email body.

At a minimum, all email items must contain information in the To and Subject fields.

You create original email items and replies in the New Message screen.

To create an email item:

1 Tap New to display the New Message screen.



TIP: You can also create an email item by tapping New in the Message menu.

2 Enter the email address of the recipient, using the same format as you would from your computer's email application.

For example, if you're sending an email item to a user on the same network, you don't have to add Internet information, such as @mycorp.com.

3 To send a copy of the email item to additional recipients, tap the CC field, and enter the email addresses of the additional recipients, separating the addresses with a comma followed by a space.

4 Tap the Subject (Subj:) field and enter a subject for your email item.

5 Tap the Body field and enter the text of your email item.

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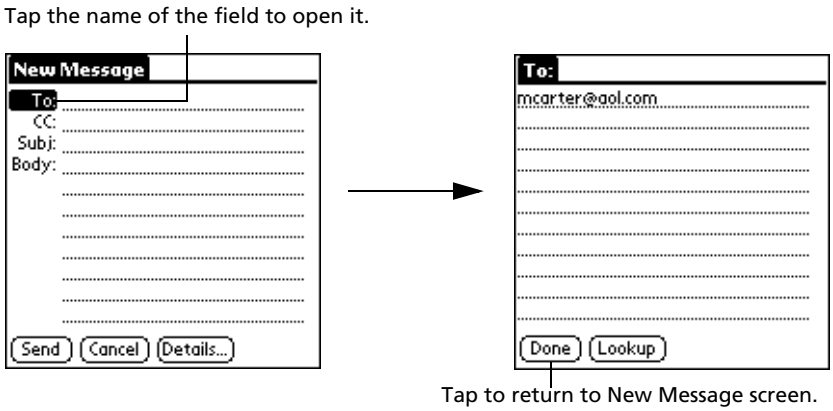
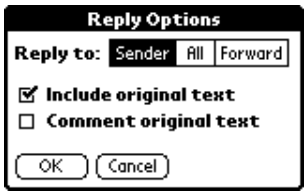
NOTE: If the address, CC, subject, or body exceeds the capacity of the screen display, tap the name of the field (for example, tap "To:") to expand that field. Tap Done to return to the New Message screen.



To reply to an email item:

1 Tap an email item in the Message List to display it onscreen.

2 Tap Reply to display the Reply Options screen



3 Tap the Reply To pick list to select who should receive the reply. There are three options:

- **Sender**
- **All** (recipients)
- **Forward**. To reply to someone who didn't see the original email item.

4 Tap Include Original Text to include the original email message in the reply. Clearing the option creates a blank reply.

5 If you selected Include Original Text, tap Comment Original Text to let you edit the original text.

6 Tap OK.

7 Enter the text of your reply.

8 If you are forwarding the message, enter a recipient in the To field.

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9 Tap Send to place your reply in the Outbox.

See "Storing and editing email items" on page 238 for more information.

The email items you create are stored in your Acer s10's Outbox folder until you perform a HotSync operation to synchronize your device with your computer.

Looking up an address

To identify the recipient of an email item, you must enter that person's email address. You can either enter the data directly in the To or CC field, or use the Look Up command to access the information from your Address Book.

To look up an email address:

1 In Applications Launcher, tap the Mail icon , and then tap New.

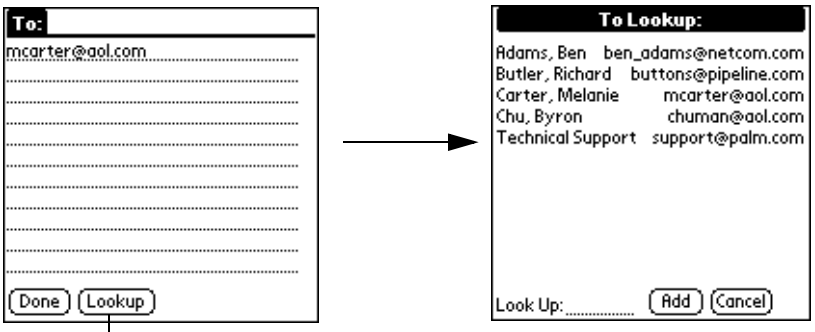
2 In the New Message screen, tap either the To or CC field name to expand it.

3 Choose from the following options:

- Tap Lookup to display the Lookup dialog box. The Lookup screen lists all records that contain information in the email field.
- Enter the first few letters of the last name of the person whose address you want to find, and tap Lookup. If Acer s10 completes the desired address for you, tap Done to return to the New Message screen.

TIP: You can also display the Lookup dialog box from the New Message, To or CC screens by tapping the Menu icon on the front panel of your Acer s10; then tap Options and tap Lookup. Or use the Graffiti® Command stroke /L.

4 In the Lookup dialog box, enter the first letter of the entry you want, to scroll to the first entry that begins with that letter. Enter additional letters to have the list scroll to the first entry that starts with those letters.



5 Tap an address to select it, then tap Add.

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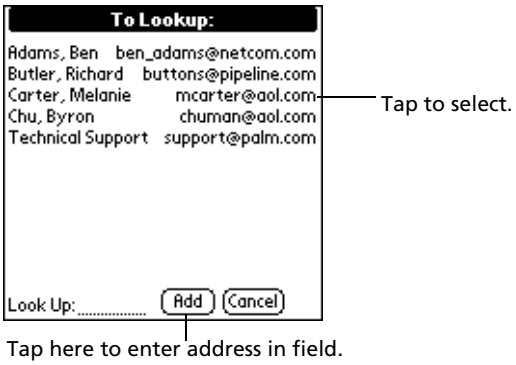


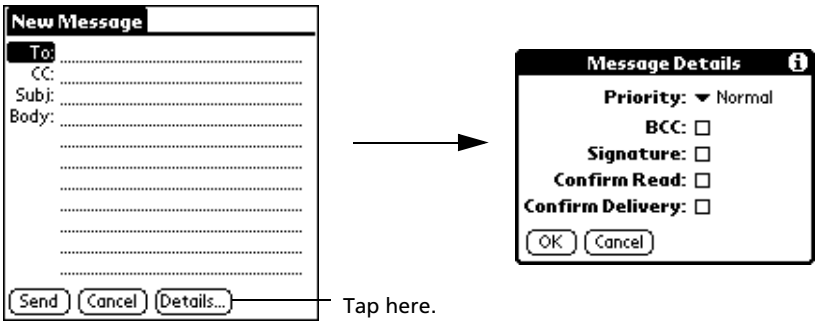
6 Tap Done to return to the New Message screen.

Adding details to email items

Before you send your email item, you can add additional information to the message if your computer's email application supports the feature. For example, you can specify the message's priority, create a blind carbon copy, add a signature, or confirm that the message was delivered or read. Your Acer s10 cannot attach an email item details or attributes that your computer's email application doesn't support.

To add details to an email item:

1 In the New Message screen, tap Details.



2 Choose from the following options:

Priority	Tap the pick list to display the Priority options. There are three options: High, Normal,and Low priority.
BCC	Creates a blind carbon copy field in the New Message screen.
Signature	Attaches a previously defined text at the end your email.

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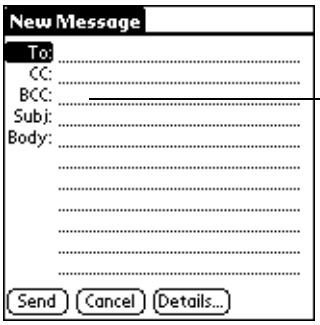
Confirm Read	Requests a confirmation telling you when the email item was read.
Confirm Delivery	Requests a confirmation telling you when the email item was delivered.

NOTE: The Priority and BCC setting must be set for each email item you create.

3 Tap OK.

4 If you selected the BCC option, in the New Message screen, tap the BCC field and enter an address.



Creating a signature for your email item

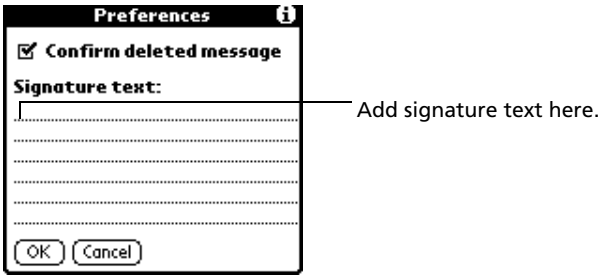
A signature refers to defining information, such as your name, address, phone and fax numbers, and any other text you want to include. It is automatically added to the end of every email item you create. The signature is visible only to the email recipient, and does not appear in your email item.

To create a signature:

1 Tap the Menu icon .

2 Tap Options, and then tap Preferences.

3 Tap the Signature text field and enter the text of your signature.



4 Tap OK.

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Storing and editing email items

Sending an email item from your device stores it in the Outbox folder until you perform a HotSync operation. You can edit unsent email as long as you have not yet performed a HotSync operation.

You can also draft email items and store them until you're ready to send them; another option is for you to file email items.

Storing and editing unsent email items

The email items you send from your Acer s10 are actually stored in the device's Outbox folder until you perform a HotSync operation to synchronize your device with your computer. During synchronization, Acer s10 transfers email items stored in the Outbox folder to your computer's email application. The next time you send mail from this application, it sends the mail created on your Acer s10.

When you edit an email item, Acer s10 removes the item from the Outbox folder and displays the New Message screen, where you can edit the item and resend it, save it as a draft, or delete it.

For instructions on synchronizing your device, see "Synchronizing Mail with your email application" on page 231.

To store an email item in the Outbox folder:

1 Create a new email item or reply to an item.

2 Tap Send.

To edit an unsent email item:

1 In the Mail list, tap the pick list in the upper right corner of the screen.

Tap here to display folder list.

2 Select Outbox from the pick list.

3 Tap the email item you want to retrieve.

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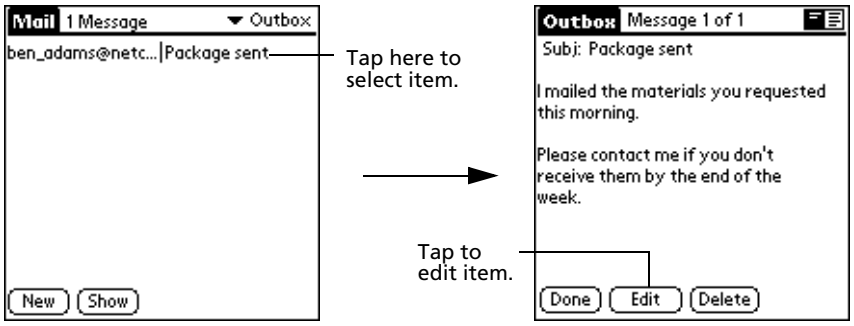
Mail 1 Message Outbox
ben_adams@netc... Package sent
Tap here to select item.
New Show
Outbox Message 1 of 1
Subj: Package sent
I mailed the materials you requested this morning.
Please contact me if you don't receive them by the end of the week.
Tap to edit item.
Done Edit Delete

4 Tap Edit then change the email item as desired.

5 Choose from the following options:

- To return the email item to the Outbox, tap Send.
- To store the email item in the Draft folder, tap Cancel. When prompted, tap Yes.

Setting mail preferences

You can set preferences to prompt you before deleting mail:

1 Tap the Menu icon .

2 Tap Options, and then tap Preferences.

3 Tap Confirm Deleted Message to display a prompt before the mail is deleted.

Drafting email

You can save email items that you're drafting and not ready to send by storing them in the Draft folder.

To save an email item as a draft:

1 Create an email item.

2 Choose from the following options:

- Tap the Menu icon , tap Message, and then tap Save Draft.
- In the New Message screen, tap Cancel, and then tap Yes at the prompt.

To edit an email item saved as a draft:

1 In the Message screen, tap the pick list in the upper right corner of the screen.

2 Select Draft from the pick list.

3 Tap the email draft you want to display.

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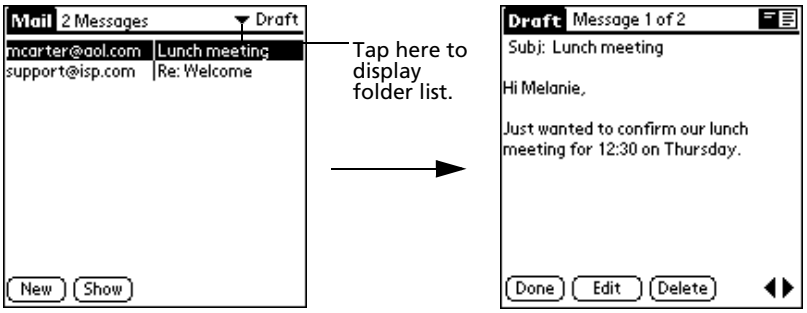

4

5 Tap Edit.

6 Enter any changes.

7 Choose from the following options:

- To resave the draft in the Draft folder, tap the Menu icon, tap Message, and tap Save Draft; or tap Cancel and when prompted, tap Yes.
- To transfer the item to your Outbox folder, tap Send.

Filing an email item

You can file email in your Acer s10's Filed folder. During a HotSync operation, Acer s10 stores a backup copy of the Filed folder on your computer hard drive, but does not automatically synchronize the contents of this folder with your computer's email application.

You can retrieve an email item from the Filed folder, edit it, send it, save it as a draft, or return it to the Filed folder.

To file an email item:

1 In the Message list, tap an email item to open it.

2 Tap the Menu icon.

3 Tap Message, and then tap File.

4 Tap No to save the email item in the Filed folder.

Tap Yes to file the item in the Filed folder and keep a copy in the Inbox.

To retrieve an email item from the Filed folder:

1 In the Mail list, tap Filed from the pick list in the upper right corner of the screen.

2 Tap the email item you want to restore.

3 Tap Edit to display and modify the item.

4 To store the email item, choose from the following options:

- Tap Cancel and tap Yes to store the item in the Draft folder.
- Tap Send to store the email in the Outbox.
- Return the message to the Filed folder, following the preceding procedure.

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Deleting email items

When you delete an email item, Acer s10 stores it in the Deleted folder until you purge the folder's contents or perform the next HotSync operation. You can purge the contents of the Deleted folder to avoid having deleted emails monopolize your Acer s10's storage space. Synchronization deletes the email item, as well as purged items, from your computer's email application.

You can restore a deleted email item by removing it from the Deleted folder, if you haven't purged the folder contents or performed a HotSync operation yet.

To delete and email:

1 In the Message list, tap the email you want to delete.

2 Tap Delete.

3 Tap Yes.

To restore an email item by moving it out of the Deleted folder:

1 In the Mail list, tap Deleted from the pick list in the upper right corner of the screen.

2 Tap the email item you want to restore.

3 Choose from the following options:

- If you created the email item that you deleted, tap Edit to display and modify the item. You can send the item or save it as a draft.
- If you received the email item that you deleted, tap Undelete to move the selected item to the Inbox and mark it as Read.

To purge the contents of the Deleted folder:

1 Tap the Menu icon .

2 Tap Message.

3 Tap Purge Deleted.

4 Tap Yes.

NOTE: You cannot restore email items after you purge them.

To display a prompt before email is deleted:

1 In the Mail list or in a Message screen, tap the Menu icon .

2 Tap Options, and then Tap Preferences.

3 To display a prompt, tap the Confirm Deleted Message screen.

To delete a message without a prompt, clear the check box.

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Categorizing and sorting email items

You can display email items by the folders Acer s10 provides for categorizing mail, and according to the email date.

NOTE: By default, the Date column is hidden in the Mail list to increase the available screen space.

You can also sort email items by the date sent, by sender, or by subject. No matter how you sort the list, high-priority email items always appear first.

To select an email folder to display:

1 In the Mail list, tap the pick list in the upper right corner or your screen to display the list of folders.

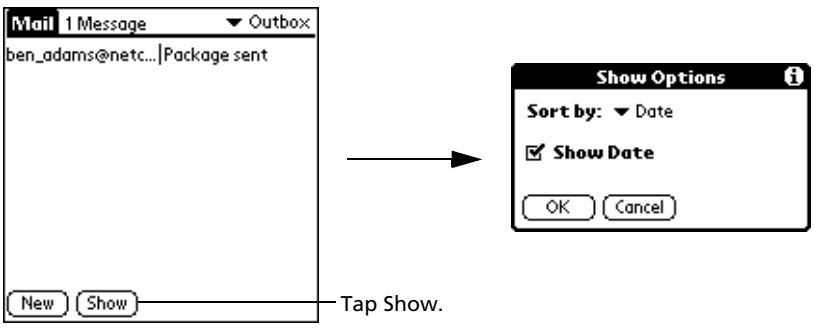
2 Tap a folder you want to display in the Message list screen. Options include:

Inbox	Contains email items received from your computer's email application Inbox, except any excluded using filtering options. Refer to "Using filters to control downloading" on page 244 for more information on filtering options.
Outbox	Contains email items you created and sent on your Acer s10 since the last HotSync operation.
Deleted	Contains any email you deleted since the last HotSync operation
Filed	Contains email items that you've stored on your Acer s10
Draft	Contains the email items you've created using your Acer s10 but have not yet sent.

3 Repeat steps 1 and 2 to choose another folder.

To display the Date column in email items:

1 In the Mail list, tap Show.



2 Tap the Show Date check box to select it.

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3 Tap OK.

To sort the Message List:

1 In the Mail list, tap Show.

2 Tap the Sort By pick list and tap one of the following options to select it:

Date	Sorts email by date and displays the most recent email item at the top of the screen.
Sender	Sorts email by the sender's user name and displays items in ascending alphabetical order, based on the first word on the From field.
Subject	Sorts email by the subject and displays items in ascending alphabetical order, based on the first word on the Subject field.

3 Tap OK.

Managing your email application with HotSync

You can manage your email application more effectively by selecting HotSync options to control which email items to download when you synchronize your Acer s10 and your computer. You can define different settings for local and remote synchronization.

For example, you may want to download all of your email items when you're working at the office and synchronizing your devices locally, but only urgent email items when you're away from your office and synchronizing your devices remotely. Once your local and remote options have been defined, your Acer s10 determines if synchronization is occurring locally or remotely and uses the appropriate settings for the HotSync operation.

You can filter messages to control which ones to download, and you can set truncation options to download only part of lengthy email items.

Downloading transmits only email items and any text information, not attachments, to your Acer s10. Downloaded attachments are left in your computer's email application.

To set HotSync Options to control synchronizing email items:

1 In Applications Launcher, tap the Mail icon .

2 Tap the Menu icon .

3 Tap Options, and then tap HotSync Options.

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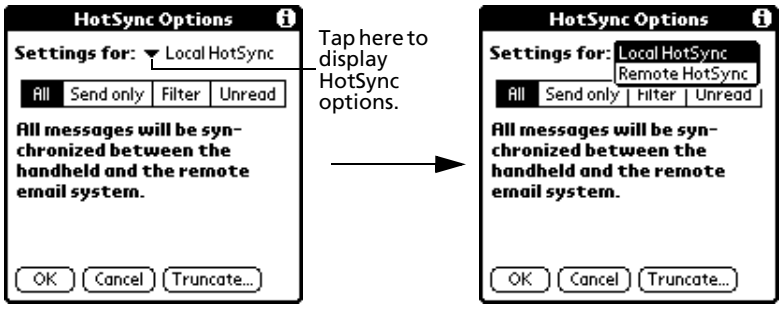
4 Tap the Settings For pick list, and select Local HotSync or Remote HotSync.



For more information on Local and Remote HotSync operations, refer to "11 Exchanging and updating data using HotSync operations" on page 253.

5 Tap the filtering option you want to apply during synchronization:

All	Download all email items in your computer's Inbox to your Acer s10, and to send all email items in your Acer s10's Outbox to your computer's email application.
Send Only	Send only email items in your Acer s10's Outbox to your computer's email application; from there, your computer's email application sends the items to their destinations
Filter	Download all email items that meet specific criteria from your computer's Inbox to your Acer s10, and to send email items that meet specific criteria from your Acer s10's Outbox to your computer's email application. When you select the Filter setting, the HotSync Options dialog box opens and displays additional filter settings.
Unread	Download only unread email items from your computer's Inbox to your Acer s10, and all items in your Acer s10's Outbox to your computer's email application

6 Choose from the following options:

- If you selected All, Send Only, or Unread, tap OK.
- If you selected Filter, continue to the next section.

Using filters to control downloading

You can create special filters to control the type of email items that you download to your Acer s10 during synchronization. Special filters ignore or retrieve items that contain specific information in their header fields, according to what you've instructed your Acer s10 to look for in the To, From, and Subject fields.

To access the special filter screen:

1 Tap the Applications icon, and then tap the Mail icon.

2 Tap the Options menu, then select HotSync Operations.

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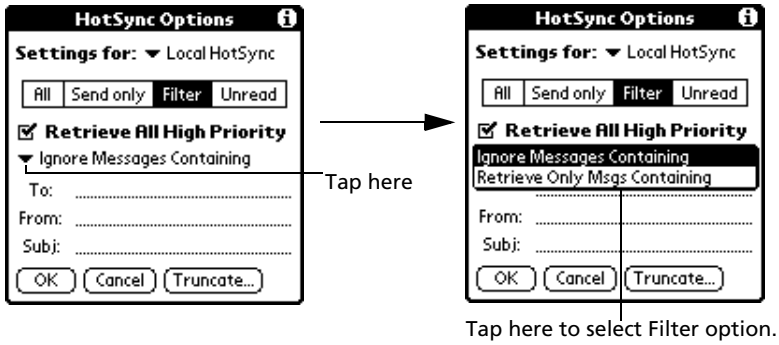
3 In the HotSync Options dialog box, tap Filter.

To create the special filter settings:

1 On the HotSyns Options dialog box, choose from the following filter options:

- **Retrieve All High-Priority**. If your email application can flag high-priority items, tap this option to retrieve these items and override any filter settings
- To define whether to ignore of receive and an email that meets filter settings, tap the pick list on the middle of the screen.



Options include:

Ignore Messages Containing — To have Acer s10 exclude email items that meet the defined criteria and download all other email items during synchronization. In general, this filter downloads more email during synchronization because it blocks only one defined subset of email

Retrieve Only Msgs Containing — To have Acer s10 include only the email items that meet the defined criteria and ignore all other email items during synchronization. This filter can block more email during synchronization because it downloads only one subset of email.

- To define a filter string, fill-out the To, From, and Subject fields.
- **Truncate**. To stop long email items from downloading, and then specify a number of characters, between 250 and 8,000 (the default is 4,000.) Tap OK.

  A lower Truncate value reduces the time to synchronize your computer's email and Mail; less email storage space in your Acer s10 will also be used. Messages longer than 8,000 characters will be truncated.

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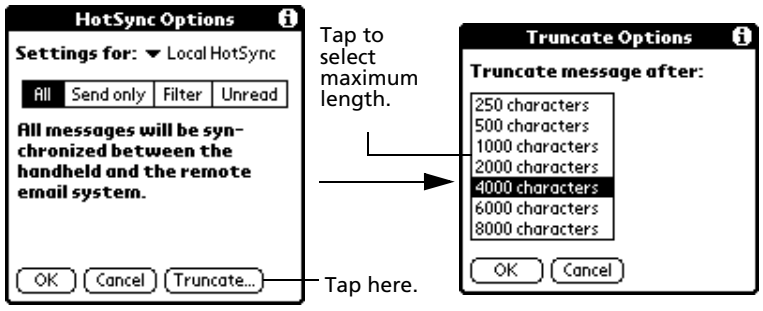


2 Tap OK.

Defining filter strings

Acer s10 filters email items based on information in their To, From, and Subject fields, called a filter string. You create a filter string by listing the words you want Acer s10 to find and separating them by either a comma or a space. Each word in the filter string is joined by an implicit OR; Acer s10 adds the logical connectors like AND or OR.

To create a more complex filter, you can define filter strings for the To, From, and Subject fields. Acer s10 joins the filter strings for these fields using an implicit AND, and adds the logical connector for you.

For example, you might want to receive only email items from John Smith (jsmith@aol.com) or Jack Jones (jjones@aol.com) concerning the Apollo Project. You would create the following filter strings:

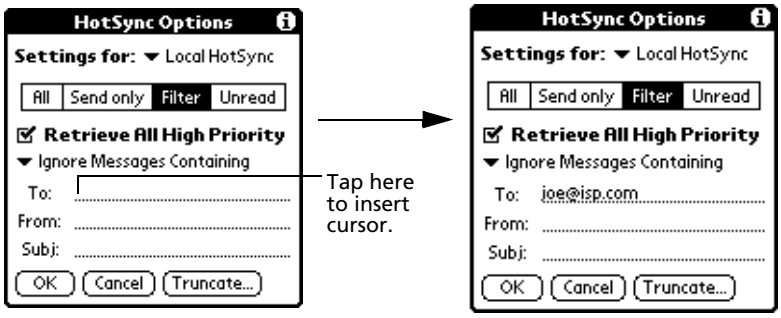
- In the To field: jsmith@aol.com, jjones@aol.com
- In the Subject field: Apollo Project

Acer s10 interprets this as, "Accept email items about the Apollo Project from John Smith or Jack Jones. Do not accept email items from other people. Do not accept email items from John or Jack about any other subject."

When you define a string, Acer s10 searches for any instance of that sequence of characters. For example, if you define a filter that retrieves only email items with the string "info," appropriate matches would include "info," "rainforest" and "kinfolk."

To define a filter string:

1 Tap the To, From, or Subject header field in the HotSync Options dialog box.



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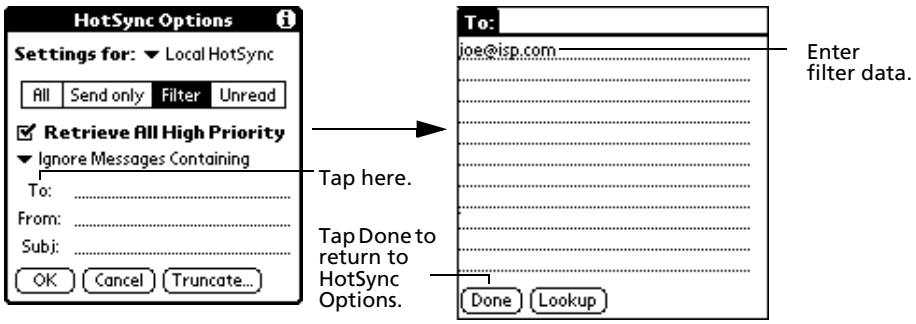
2 Enter your filter string, using commas or spaces to separate the words. Do not add connectors, such as AND or OR, between words in a string.

3 If your string exceeds the length of the field, tap the name of the field to display the Notes screen for that header field.



4 Tap Done to return to the HotSync Options dialog box.

5 Tap OK.

Mail menus

Mail menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this Manual.

Mail has two menus: Message and Options.

See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Message menu

The Message menu differs depending on whether you are viewing an email item, creating an email item or viewing the Message list.

Illustration suggestion (Delete this suggestion when completed): *Message menu with drop-down box from the three different views: Message list, New Message screen and open email item*

Options menu

The Options menu differs depending on whether you are creating or editing an email item.

Illustration suggestion (Delete this suggestion when completed): *Options menu with drop-down box from the two different views: Message list and New Message screen*

About Mail Displays version information for Mail.

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10 Beaming information

Your Acer s10 is equipped with an IR (infrared) port that you can use to beam information to another Palm OS handheld that is close by and also has an IR port. The IR port is located at the top of the your Acer s10, behind the small dark shield.

You can beam the following information between Palm OS handhelds:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad.
- All records of the category currently displayed in the Address Book, To Do List, or Memo Pad applications.
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts.
- An application installed in RAM memory.
- An application installed on an resident *Memory Stick*.

NOTE: HotSync operations can also be done using the IR port. Refer to "IR HotSync operations" on page 258 for more information.

Beaming a business card

To select a business card for beaming:

1. Press the Address Book button on the front panel of your Acer s10.
2. In the Address List, do one of the following:
   - Create a new entry to contain the information you want on your business card.
   - Select an existing entry containing the information you want on your business card.
3. In Address view, tap Record.
4. Tap Select Business Card.
5. Tap Yes.

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Beaming a record

To beam a record, business card, or category of records:

1 Locate the record, business card, or category you want to beam.

2 Tap the Menu icon .

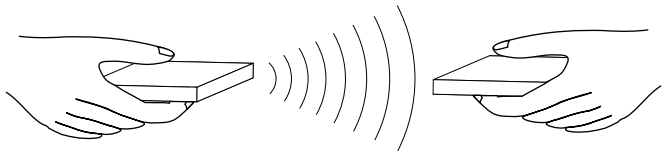
3 Tap Record.

4 Choose from the following options:

- Tap Beam to beam an individual item.
- In the Address Book application only, tap Beam Business Card.
- Press the Address Book application button for about two seconds to beam your business card.
- Tap Beam Category (for records that are displayed in a category).
- Draw the Graffiti Command stroke to activate the toolbar, and then tap the Beam icon.
- Use the Graffiti Command stroke /B to beam the current entry.

NOTE: You can set the full-screen pen stroke to beam the current entry. Refer to "To change what the full-screen pen stroke activates" on page 271 for instructions.

5 When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.



TIP: For best results, Acer s10 handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.

When the Beam Status dialog box indicates that the transfer is complete, you can resume working on your Acer s10.

Beaming an application

To beam an application:

1 In Applications Launcher, tap the Menu icon to display the menu bar.

2 Tap App, and then tap Beam.

3 Tap the application you want to transfer, and tap Beam.

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NOTE: Some applications are copy-protected and cannot be beamed; this is indicated by a lock icon next to application icon.

4 When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.

When the Beam Status dialog box indicates that the transfer is complete, you can resume working on your Acer s10.

Receiving beamed information

To receive beamed information:

1 Turn on your Acer s10.

2 Point the IR port directly at the IR port of the transmitting handheld to open the Beam Status dialog box.

3 On the Beam Status dialog box, select a category for the incoming information, create a new category or leave it unfiled.

4 Tap Yes.

5 Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap OK to display the new entry.

NOTE: Incoming records, unless categorized, are placed in the Unfiled category.

Turning off beaming

To turn beaming on or off:

1 In Applications Launcher, tap the pick list in the upper right corner of the screen.

2 Tap Select All or System.

3 Tap Preferences.

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4 In the pick list in the upper right corner, tap General.

5 In the General Preferences screen, tap the Beam Receive pick list, and then tap On or Off to select the option.

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11 Exchanging and updating data using HotSync operations

HotSync® technology lets you synchronize—exchange and update—data between one or more Acer s10 handhelds and Palm Desktop software or another PIM such as Microsoft Outlook. To synchronize data, you must connect your Acer s10 and Palm Desktop software either directly, by placing your handheld in the cradle attached to your computer or using infrared communications, or indirectly, with a modem or network.

The HotSync process automatically synchronizes data between your Acer s10 and Palm Desktop software. Changes you make on your Acer s10 or on your Palm Desktop software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time.

Performing a HotSync operation

The first time you synchronize your data, you must enter user information on both your Acer s10 and Palm Desktop software. After you enter this information and synchronize, the HotSync Manager recognizes your Acer s10 and doesn't ask for this information again.

Creating a user profile

If you are a System Administrator preparing several handhelds for a group of users, you may want to create a user profile.

NOTE: You can create a user profile to load data into a handheld without associating that data with a user name, using the File Link feature. File Link lets system administrators to configure several handhelds with specific information (such as a company phone list) before distributing them to their actual users. Refer to "Using File Link" on page 267 for more information.

To create a user profile:

1. Open Palm Desktop software.
2. From the Tools menu, choose Users.
3. Click Profiles.
4. Click New.
5. Enter a unique name for the profile, and click OK.

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Performing the first HotSync operation

IMPORTANT: You must perform your first HotSync operation with a local, direct connection or with infrared communication, rather than using a modem.

The following steps assume that you have already installed the Palm Desktop software. If you have not yet installed this software, refer to "Installing Palm Desktop software" on page 11 for instructions.

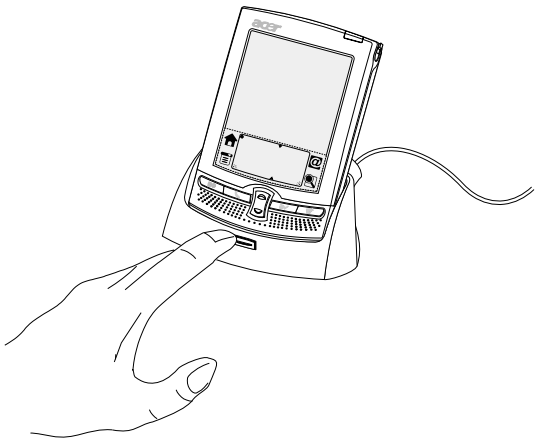
To perform the first HotSync operation:

1 Insert your Acer s10 into the cradle.

2 If the HotSync Manager is not running (i.e., the HotSync Manager icon is not visible in the bottom right corner of the Windows system tray) start it:

- On Windows desktop, click Start, and then choose Programs.
- Navigate to the Palm Desktop program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.

3 Press the HotSync button on the cradle.



NOTE: If you are using an optional USB or Serial sync cable instead of a cradle, click the HotSync Manager icon in the bottom right corner of the Windows system tray, then select Local from the menu.

4 Enter a user ID in the New User dialog box and click OK. The HotSync Progress dialog box appears and synchronization begins.

IMPORTANT: Every handheld should have a unique name. To prevent loss of of user's records, never try to synchronize more than one handheld to the same user name.

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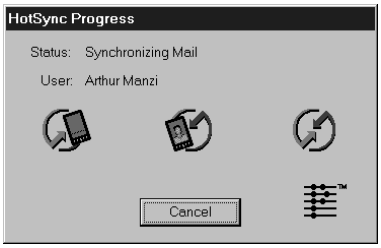


5 Wait for a message on your Acer s10 screen indicating that the process is complete.

6 When the HotSync process is complete, you can remove your Acer s10 from the cradle by gently tilting the handheld forward and then pulling it up to remove.

Selecting HotSync setup options

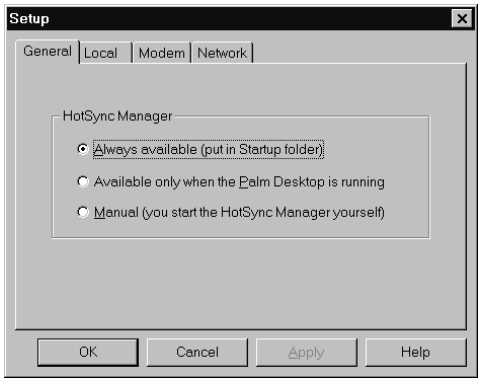
You can choose when you want HotSync Manager to run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options:

1 Click the HotSync Manager icon in the Windows system tray.

2 Choose Setup.

3 Click the General tab, and select one of the following options:



Always Available Default setting. Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your Acer s10. With this option, the HotSync Manager synchronizes data even when Palm Desktop is not running.

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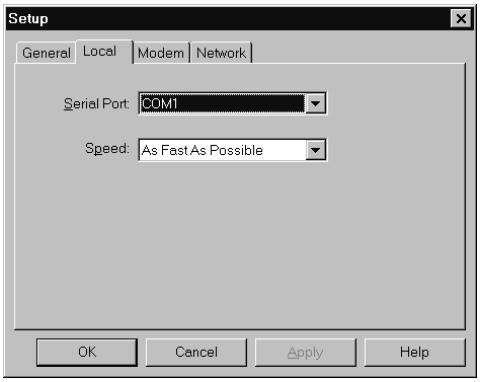
Available Only When Palm Desktop software is running	Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.
Manual	Monitors requests only when you select HotSync Manager from the Start menu.

If you're not sure which option to use, keep the default setting.

4 If you are using a Serial sync cable, click the Local tab to display the settings for the connection between your computer and the Serial sync cable.

NOTE: If you are using a USB cradle, you do not need to use the settings on the Local tab for a direct HotSync operation.



5 Adjust the following options as needed:

Serial Port	Identifies the port that HotSync Manager uses to communicate with the Serial sync cable. The Palm Desktop software automatically detects the port to which you connected the Serial sync cable. If necessary, you can change the port selection.

NOTE: The selection should match the number of the port to which you connected the Serial sync cable. Acer s10 cannot share this port with an internal modem or anoother device.

Speed	Determines the speed at which data is transferred between your Acer s10 and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop and your Acer s10 to find and use the fastest speed.

6 Click the Modem tab to display the modem settings and adjust the options as needed.

For more information on HotSync operations via modem, refer to page 261.

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7 If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed.

For more information on HotSync operations via network, refer to page 264.

8 Click OK.

Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a "conduit." By default, a HotSync operation synchronizes all files between your Acer s10 and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your Acer s10 or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the conduits for Date Book, Address Book, To Do List, Memo Pad, and Expense, Palm Desktop software includes System and Install conduits.

The System conduit backs up the system information stored on your Acer s10, including Graffiti® ShortCuts.

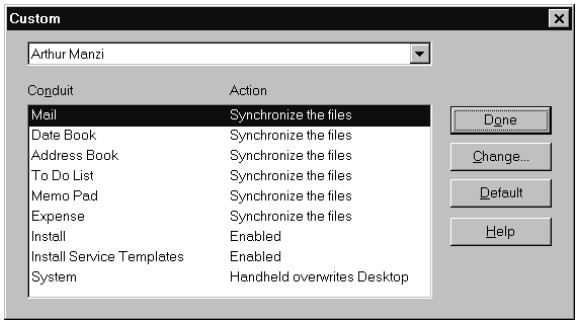
The Install conduit installs applications on your Acer s10.

To customize HotSync application settings:.

1 Click the HotSync Manager icon in the Windows system tray.

TIP: You can also click the HotSync command on the Palm Desktop software menu bar.

2 From the HotSync Manager menu, choose Custom.



3 Select the appropriate user name from the list.

4 Select an application in the Conduit list.

5 Click Change.

6 Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

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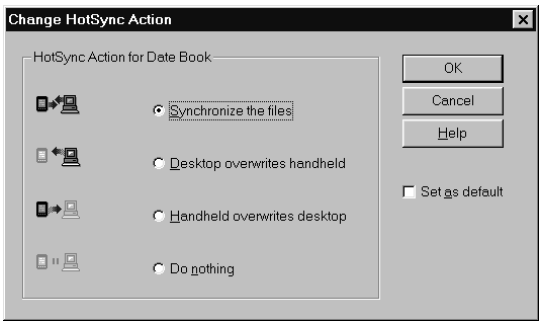

7 Choose how long the setting will remain in effect:

- To have the setting affect only the next HotSync operation, deselect the Default button. Thereafter, the HotSync Actions revert to their default settings.
- To use a new setting as the default, select the option. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.

8 Click OK.

9 Repeat steps 4 through 8 to change conduit settings for other applications.

10 Click Done to activate your settings.

IR HotSync operations

Your Acer s10 is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that not only can you beam data to another Palm OS handheld but also to any other device that supports the IrCOMM implementation of the IrDA standards.

But more importantly, your IR port allows you to perform HotSync operations without using a cradle. This is very useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and on your Acer s10, then follow the steps"Performing an IR HotSync operation" on page 260.

Preparing your computer for infrared communication

Before you can perform a HotSync operation using the IR port, the computer you want to synchronize with must meet the following requirements:

- The computer must support the IrCOMM implementation of the IrDA standards.
- The computer must have an enabled infrared port built-in, or an enabled infrared device attached to the computer.

  Desktop computers are likely to require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port.

NOTE: Check your computer's documentation to determine if the computer supports infrared communication.

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- Your computer must also have an installed infrared driver. If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation that came with your device for information on installing the required driver.

NOTE: Infrared communication is built into the operating system for Microsoft Windows 98 and later versions.

To check your computer for IR capability:

1 Click Start in the Windows taskbar.

2 Choose Settings, and then choose Control Panel.

3 In the Control Panel look for the Infrared icon.

If the icon is there, your computer is enabled for infrared communication. If it isn't there, you need to install an infrared driver.

After you install the infrared driver or determine that the infrared driver is already installed, check the ports used by your computer for infrared communication.

To check the ports used for infrared communication:

1 Click Start in the Windows taskbar.

2 Choose Settings, and then choose Control Panel.

3 Double-click Infrared.

4 Click the Options tab.

5 Select Enable infrared communication.

Illustration suggestion (Delete this suggestion when completed): *Show Options tab of Infrared Monitor screen.*

The COM port displayed in the drop-down box is the port where your infrared device is attached. It should be different from any port used by the HotSync Manager.

6 Make a note of which port is listed as "Providing application support".

You need this information to configure the HotSync Manager for infrared communication. This port is the simulated port. It is the channel through which the actual infrared communication takes place between your computer and your Acer s10.

7 Deselect all other check boxes in the Options tab.

8 Click Apply.

9 Click OK.

Configuring HotSync Manager for infrared communication

Next you need to go to the HotSync Manager and specify the simulated port used for infrared communication.

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To configure HotSync Manager for infrared communication:

Click the HotSync Manager icon in the Windows system tray and make sure Infrared is checked.

If you do not have an Infrared option on the HotSync Manager menu, complete the following steps.

1. Make sure Local is checked on the menu.
2. Choose Setup.
3. Click the Local tab.
4. In the Serial Port drop-down box, select the the simulated port that your computer uses for infrared communication.

NOTE: Refer to the documentation of your operating sytem for instructions on finding the simulated port. This information is usually contained in the Control Panel.

5. Click OK.

The HotSync Manager is now communicating with the simulated port defined for infrared communication.

NOTE: If your cradle is connected to a USB port, you can continue using it while HotSync Manager is configured for infraded communication.

Performing an IR HotSync operation

After you complete the steps to prepare for an IR HotSync operation it is easy to perform the actual operation.

To perform an IR HotSync operation:

1. In Applications Launcher, tap the HotSync icon.
2. Tap Local.
3. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.

Illustration suggestion (Delete this suggestion when completed): *Side-by-side illustrations. 1. Show HotSync Welcome screen with IR to a PC/ Handheld displayed in the pick list. 2. Show HotSync Connecting with desktop screen.*

4. Position the IR port of your Acer s10 within a couple of inches of the infrared port of your computer.
5. Tap the HotSync icon to start the IR HotSync operation.

Returning to using the cradle for HotSync operations

It's easy to return to using the cradle for HotSync operations.

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NOTE: If you are using the provided USB cradle, you can continue using it while HotSync Manager is configured for infrared communication. Use the following instructions to return to Local USB cradle HotSync operations only when needed, such as when you have disconnected the cradle from the USB port.

To return to local USB cradle HotSync operations:

1 If needed, connect the cradle to the USB port on your computer used for HotSync operations.

2 Click the HotSync Manager icon . in the Windows system tray.

3 Select Local USB if it is not already checked.

Performing a HotSync operation via modem

You can use a modem, to synchronize your Acer s10 when you are away from your computer.

NOTE: The first HotSync operation must be local, using the cradle or via infrared communication. After that, you can perform a modem HotSync operation.

To perform a HotSync operation via modem you must complete the following steps:

- Connect a modem to your computer.
- Configure the Palm Desktop software for use with your modem.
- Connect a modem to your Acer s10.
- Configure the Modem preferences on your Acer s10 for use with your modem (Serial to Modem or IrCOMM to Modem).

  Refer to "Connection preferences" on page 272 and "Network preferences" on page 279 for more information.

Preparing your computer

You must perform a few steps to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your Acer s10.

To prepare your computer for a modem HotSync operation:

1 Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, are running on a COM port.

NOTE: Make sure that the computer is disconnected from all online services, such as America Online (AOL) and CompuServe, to avoid conflicts with the COM port.

2 Start HotSync Manager if it is not already running, and from the HotSync Manager menu, choose Modem.

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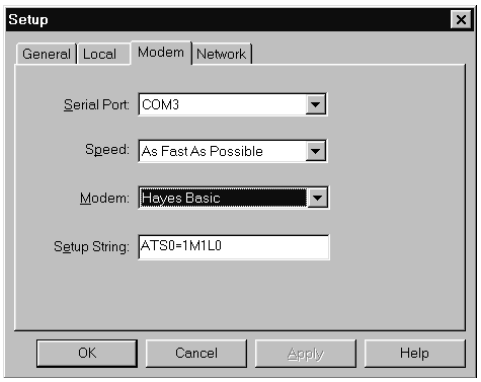

3 Adjust the following options as needed:

Serial Port	Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
Speed	Determines the speed at which data is transferred Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop and your Acer s10 to find and use the fastest speed.
Modem	Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, select Hayes Basic.
Setup String	Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.

4 Click OK.

Preparing your Acer s10

In addition to preparing your computer, you must perform a few steps to prepare your Acer s10 for a modem HotSync operation.

To prepare your Acer s10 for a modem HotSync operation:

1 In Applications Launcher, tap the HotSync icon .

2 Tap Modem.

3 Tap the pick list below the icon and select a modem configuration.

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Illustration suggestion (Delete this suggestion when completed): *screen-shot of select a modem configuration*

NOTE: If you need to create a configuration, tap the Menu icon and then select Options > Connection Setup. For more information, Refer to "Connection preferences" on page 272 and "Network preferences" on page 279 for more information.

4 Tap the Enter phone # field.

NOTE: If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, refer to "Performing a HotSync operation via a network" on page 264.

5 Enter the telephone number to access the modem connected to your computer.

6 If needed, enter a dial prefix (such as "9") to access an outside line, and then tap the Dial Prefix check box.

TIP: You can enter a comma in the field to introduce a "pause" in the dialing sequence.

7 If the phone line you're using for your Acer s10 has Call Waiting, select the Disable call waiting check box to avoid an interruption during the modem HotSync operation.

8 If you want to use a calling card to place the call, select the check box and enter the calling card number.

9 Tap OK.

Selecting conduits for a modem HotSync operation

The Conduit Setup dialog box on your Acer s10 lets you define which files, applications, or both on your handheld synchronize during a modem HotSync operation. This is to minimize the time required to synchronize data with a modem.

To change the Conduit Setup settings for a modem HotSync operation:

1 In the Applications Launcher, tap the HotSync icon .

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2 Tap the Menu icon .

3 Tap Options, and then tap Conduit Setup.

4 In the Conduit Setup dialog box, tap the check boxes to deselect the files and applications that you do not want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.

NOTE: Applications that do not have a database (such as games) do not synchronize even if you select the item in the Conduit Setup dialog box.

5 Tap OK.

Performing a HotSync operation via a modem

After you prepare your computer and your Acer s10, and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

To perform a modem HotSync operation:

1 In Applications Launcher, tap the HotSync icon .

2 Tap the Modem icon to dial the Palm Desktop modem and synchronize the applications.

Illustration suggestion (Delete this suggestion when completed): *Modem icon*

3 Wait for the HotSync operation to complete.

Performing a HotSync operation via a network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync technology lets you perform a HotSync operation by dialing in to a network or by using a cradle that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle also has the Network HotSync software installed, your computer is on, and the HotSync Manager is running).

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To perform a HotSync operation via a network, you must meet the following requirements:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP. (Your system administrator has this information.)
- You have a remote access account. (If you don't have an account, consult your system administrator.)

Everything you need to connect to your company's dial-in server (network modem) is included in the Palm Desktop software and in your Acer s10. You need to activate the feature, however, on both Palm Desktop software and on your Acer s10.

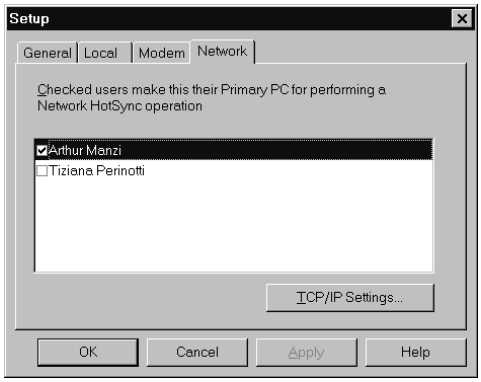
To prepare your computer for a network HotSync operation:

1 Click the HotSync Manager icon in the Windows system tray.

2 From the HotSync Manager menu, choose Network.

3 From the HotSync Manager menu, choose Setup.

4 Click the Network tab and make sure that a check mark appears next to your user name. If no check mark appears, select the check box next to your user name.



5 Click OK.

6 Place your Acer s10 in the cradle, and perform a HotSync operation.

The HotSync operation records network information about your computer on your Acer s10. With this information, your Acer s10 can locate your computer when you perform a HotSync operation over the network.

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To prepare your Acer s10 for a network HotSync operation:

1. In Applications Launcher, tap the HotSync icon.
2. Tap the Menu icon.
3. Tap Options, then tap Modem Sync Prefs.
4. Tap Network.

Illustration suggestion (Delete this suggestion when completed): *screenshot of Modem Sync Prefs*

5. Tap OK.
6. Tap Select Service.

Illustration suggestion (Delete this suggestion when completed): *screenshot of tapping Select Service*

7. Tap Service and select a service.

Illustration suggestion (Delete this suggestion when completed): *screenshot of tapping Service*

8. Tap Done.
9. Tap the Menu icon.
10. Tap Options, then Conduit Setup.
11. In the Conduit Setup dialog box, tap the check boxes to deselect the files and applications that you do not want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.
12. Tap OK.

Performing a HotSync operation via a network

After you prepare your computer and your Acer s10, and select your Conduit Setup options, you are ready to perform a network HotSync operation.

To perform a network HotSync operation:

- Tap the Modem HotSync icon to begin the operation.

Illustration suggestion (Delete this suggestion when completed): *screenshot of* Modem HotSync icon

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Using File Link

The File Link feature lets you import Address Book and Memo Pad information into your Acer s10 from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and on your Acer s10. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following file formats:

- Comma delimited (.csv)
- Tab delimited (.tsv)
- Memo Pad archive (.mpa)
- Address Book archive (.aba)
- Text (.txt)

For information on how to set up a file link, see the Palm Desktop software online Help.

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12 Setting preferences for your Acer s10

Using the Preferences screen, you can customize the configuration options of your Acer s10. These options include:

Buttons	Assign different applications to the buttons on front panel of your Acer s10 and to the HotSync button on the cradle, and reaasign the full-screen pen stroke command.
Connection	Configure cradle, modem, and infrared communication settings.
Date and Time	Set the date, time, time zone and Daylight Saving Time (DST) switch.
Digitizer	Calibrate the screen of your Acer s10.
Formats	Set the country default and the formats for date, times, calendar, and numbers.
General	Set the auto shut-off interval, the Stay on in Cradle feature, the system, alarm, and game sounds; and the Beam Receive feature.
Network	Configure your Acer s10 for use with a network.
Owner	Assign your name, phone number, and other owner information to your Acer s10.
Phone	Select the connection type for your phone applications.
ShortCuts	Define a list of Graffiti abbreviations.

Selecting the Preferences screen

You set preferences to customize your device. To open the Preferences screen, do the following:

1. Tap the Applications icon .
2. On the All or System screen, tap the Prefs icon .

   Screen shows the most recently accessed Preferences option.
3. Tap the pick list in the upper right corner of the screen.

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4 Select the Preferences option you want to view.

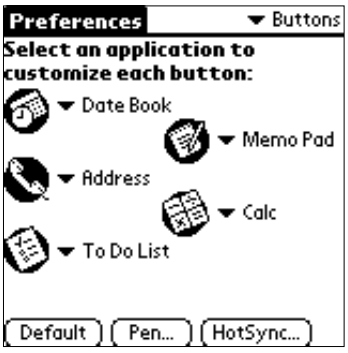
Buttons preferences

Buttons preferences let you assign different applications to the buttons on the front panel of your Acer s10, and to the HotSync button on the cradle. For example, if you find that you seldom use the To Do List and often use Mail, you can assign the To Do List button to start the Mail application.

You can also use the Buttons preferences to determine whether the full-screen pen stroke activates the Graffiti Help application or one of your Acer s10 controls.

To change the Buttons preferences:

1 In the the Button Preferences screen, tap the pick list next to the button you want to re-assign.



need new screen?

2 Tap the application that you want to assign to that button.

TIP: To restore all of the buttons to their factory settings, tap Default.

To change the HotSync buttons preferences:

1 In the Buttons Preferences screen, tap HotSync to display the HotSync Buttons screen.

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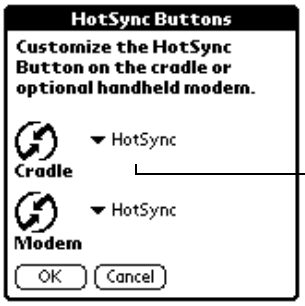
2 Tap the pick list next to the button you want to assign.



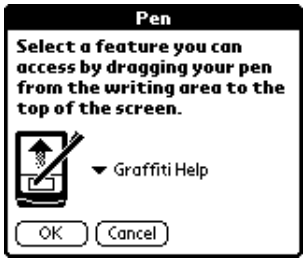
3 Tap the application you want to assign to each button.

The default setting for each button is the HotSync setting, which means the cradle and the optional modem perform their normal HotSync functions.

4 Tap OK.

To change what the full-screen pen stroke activates:

1 In the Buttons Preferences screen, tap Pen to display the Pen screen.


Pen
Select a feature you can access by dragging your pen from the writing area to the top of the screen.
Graffiti Help
OK
Cancel
need new screen?

2 Tap the pick list, and tap one of the following settings for the full-screen pen stroke:

Backlight	Turns on the backlight of your Acer s10.
Keyboard	Opens the onscreen keyboard for entering text characters.
Graffiti Help	Opens a series of screens that show the complete Graffiti character set.
Turn Off & Lock	Turns off and locks the Acer s10. You must assign a password to lock your handheld. When locked, you need to enter the password to use your Acer s10. Refer to "Locking your Acer s10" on page 43.
Beam Data	Beams the current record to another IR-enabled device that is near your Acer s10. Refer to "10 Beaming information" on page 249.

3 Tap OK.

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Connection preferences

The Connection Preferences screen allows you to create configurations for communicating with a PC, a modem, or a GSM mobile phone. Configurations, or profiles, once activated are available to various end-user applications running on your Acer s10.

The Connection Preferences screen displays a list of available configurations that can be modified to reflect the required settings. This list will vary depending on the software you have added to your Acer s10.

Connection Types

There are five basic types of connections you can choose from when configuring your preferences. They are described here:

Standard Modem — This connection type defines a connection between a modem attached to the versatile port of your Acer s10 and a modem.

Cradle/Cable — This connection type defines the direct cradle/cable connection between your Acer s10 and your computer. It is used when performing a local HotSync operation. Your Acer s10 is connected by its versatile port to the cradle/cable. The cradle/cable is attached by its cable to a USB/serial port on your computer.

IR to a PC/Handheld — This connection type defines a connection between the IR port of your Acer s10 and the infrared device of your computer or other devices.

IR to GSM Phone — This connection type defines a connection between the IR port of your Acer s10 and an infrared-enabled GSM mobile phone.

Serial to GSM Phone — This connection type defines a connection between the versatile port of your Acer s10 and a GSM mobile phone, using a special cable designed to match your phone.

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Other possible connection types:

Modem via Cradle/ Cable — This connection type defines a connection between your Acer s10's versatile port and a modem for dialing in a modem that is part of your computer.

Modem via Infrared — This connection type defines a connection between the IR port of your Acer s10 and a modem. The modem can be attached to or within a mobile phone or other devices supporting an IR port. (Some IR phones have modems.)

To modify Connection preferences:

- In the Connections Preferences screen, tap a connection option.

Setting modem configurations

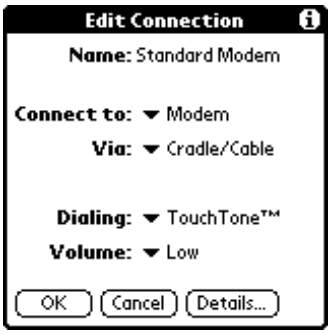
Modem configurations let your Acer s10 use a connected modem to communicate with remote devices, such as your ISP (Internet Service Provider) or dial-in server, to access a remote computer.

You must set Network preferences, in addition to configuring Modem settings, to be able to use the TCP/IP software included in your Acer s10's operating system before connecting to remote devices.

To set Serial to Modem preferences:

1 In the Connection Preferences screen, select an available modem option.

2 Tap Edit to display the Edit Connection screen.



The name of the current configuration appears at the top of the screen.

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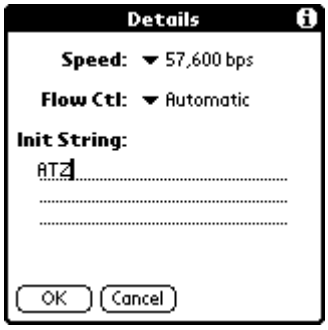
3 Tap the Connect to pick list and select the device to connect to.

4 Tap the Via pick list and select the type of connection.

5 In the Dialing pick list, tap TouchTone or Rotary. Select Rotary only if your telephone service does not support TouchTone dialing.

6 Tap the Volume pick list and select the speaker volume for the modem.

7 Tap Details at the bottom of the screen



8 Tap the Speed pick list and select the maximum speed for your modem to communicate with your Acer s10.

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NOTE: This setting does not control the speed at which your modem communicates with your telephone service.

9 Tap the Flow Control (Flow Ctl) pick list, and select Automatic, On, or Off flow control for the modem connection.

10 If necessary, edit the Init String text to change the modem setup string.

11 Tap OK through each screen until you are returned to the Connection Preferences screen.

Setting an Infrared to modem connection

You can create a modem connection that enables IR HotSync through an IR-enabled modem. This modem would then dial a modem attached to your computer to perform the remote HotSync operation.

To create an Infrared to Modem connection:

1 In the Connection Preferences screen, tap New.

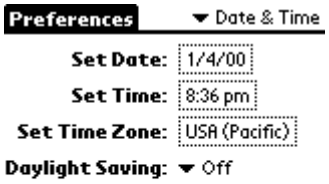
2 Enter a name for this configuration.

3 Tap the Connect to pick list and select Modem.

4 In the Via pick list, select Infrared.

Date & Time preferences

The Date & Time Preferences screen lets you set the date, time, time zone and Daylight Saving Time (DST) options for your Acer s10.



To set the date:

1 Tap the Set Date box to display the Set Date calendar screen.

2 Tap the arrows at the top of the Set Date calendar screen to select the current year.

3 Tap the month.

4 Tap the current date.

The screen closes and the dates you selected are displayed in the Set Date box.

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To set the time:

1 Tap the Set Time box to display the Set Time dialog box.

2 Tap the Up or Down arrow to change the hour.

3 Tap each minute number and then tap an arrow to change the number.

4 If available, tap AM or PM.

5 Tap OK to set the new time.

NOTE: To display time based on a 24-hour clock, change the time format. See "Formats preferences" on page 277.

To set the time zone:

1 Tap the Set Time Zone box.

2 Use the up and down arrows to scroll to your country and time zone.

TIP: You can use the hardware scroll buttons to view the list a page at a time.

3 Make sure your time zone is highlighted.

4 Tap OK.

TIP: Choose the time zone from the list that corresponds to where you are. When you travel, use this dialog to change time zones. If you're not sure what time zone you are in, find out what time it is, and select the time zone which shows the current time. Do not use the Time Zone dialog to switch between daylight savings time and standard time. Use the Daylight Savings pick list.

The screen closes and the dates you selected are displayed in the Date & Time Preferences screen.

To set daylight saving time:

- Tap on the Daylight Saving pick list to toggle this feature on or off.

Digitizer preferences

The first time you start your Acer s10, setup instructions appear onscreen. These instructions include a calibration screen, or Digitizer. Calibration aligns the internal circuitry of your Acer s10 with its touch-sensitive screen so your handheld can detect the task you want to perform when you tap an element on the screen.

You can recalibrate your screen after a hard reset, or if your digitizer drifts.

To calibrate your screen:

- In the Digitizer screen, follow the onscreen instructions, tapping the screen where indicated.

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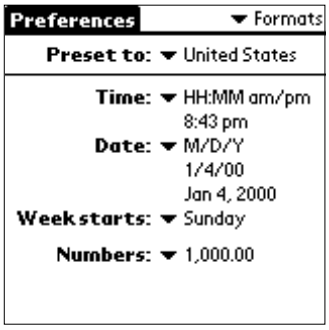
Formats preferences

The Formats Preferences screen lets you choose a default country for your Acer s10 and also lets you set the display format for times, dates, and numbers.



Setting default country

The default country adjusts the time, date, and number formats, as well as the starting day of the week.

To choose a default country :

1 Tap the Preset To pick list.

2 Tap a country name.

Setting time, date, week start, and number display formats

The Time setting defines the format for the time of the day. The time format that you select appears in all applications in your Acer s10.

To change the formatting of the time, date, week start, and numbers:

1 Tap the Time pick list and select a format, where *H* is hour and *M* is minute.

2 Tap the Date pick list and select a format, where *D* is day, *M* is month, and *Y* is year.

3 Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.

NOTE: This time, date and week start settings controls the Day, Week, Month, and Agenda views in Date Book and all other aspects of your Acer s10 that display a calendar.

4 Tap the Numbers pick list, and select formats for the decimal point and thousands separator.

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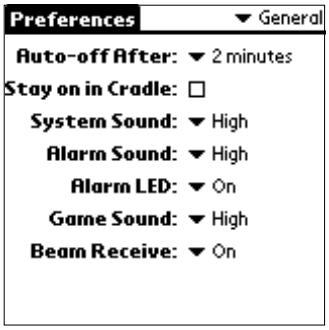
General preferences

The General Preferences screen enables you to set the Auto shut-off interval;the Stay on in Cradle feature, sounds and volume, and the Beam Receive feature.



Setting the Auto-off interval time

You can set when your Acer s10 automatically shuts off. Your Acer s10 automatically turns off the power and backlight after a period of inactivity, to conserve battery power. If you find that your Acer s10 shuts itself off before you finish reviewing the information on the screen, you can increase the automatic shutoff setting.

To set the Auto-off interval time:

1 Tap the Auto-off after pick list.

2 Tap an option — 30 seconds, 1 minute, 2 minutes, or 3 minutes.

Setting your Acer s10 to stay on while in the cradle

You can choose to leave your Acer s10 on when it is in the cradle during a HotSync operation, or when you are recharging your battery, so you can continue viewing your data.

To set your device to stay on while in the cradle:

- Tap the Stay on in Cradle check box to allow your Acer s10 to stay on while in the cradle.

  Unchecking the box will cause your Acer s10 to shut off after the Auto shutoff time interval that you set.

Setting the sounds and volumes

Your Acer s10 uses a variety of sounds. You can control the sound and volume for system alerts, alarms, and games using the General Preferences screen.

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To set the system and alarm sounds:

1 Tap the System Sound pick list and select the sound level—Off, Low, Medium, or High.

NOTE: When you turn off the System Sounds, you can also turn off the 'chimes' tones associated with HotSync operations.

2 Tap the Alarm Sound pick list and select the sound level.

3 Tap the Game Sound pick list and select the sound level.

NOTE: The Game Sound setting typically works only with newer games that are programmed to respond to it. Older games don't usually respond to this setting.

Setting the LED settings

You can set alarms in Date Book and Clock to remind yourself of important appointments or events. When you enable the LED settings, your Acer s10 LED indicator flashes to notify you of alarms. This is useful for situations where you want the Alarm Sound off, but still be notified of alarms.

To set the LED settings:

- Tap the Alarm LED pick list and select On or Off.

Turning Beam Receive on and off

You can choose to turn off the Beam Receive feature. This prohibits anyone from beaming information to your Acer s10. It also results to a slight saving in battery power.

To change the Beam Receive feature:

- Tap the Beam Receive pick list and select On or Off.

For more information on Beaming, refer to "10 Beaming information" on page 249.

For information on assigning different applications to your Acer s10 buttons, refer to "ShortCuts preferences" on page 294.

Network preferences

The TCP/IP software that is included in your Acer s10 's operating system lets you connect with remote Internet Service Providers (ISPs) or dial-in (remote access) servers, using applications that let you view the transmitted data.

To use TCP/IP, you must first create a configuration in Connection Preferences and then create Network preference settings. Then you connect to your ISP or dial-in server.

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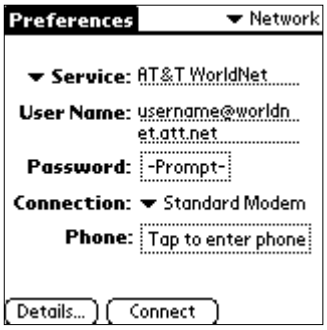
Network preferences let you set a password, telephone number, DNS number, IP address, as well as create a login script for remote connections. You can use a preset service template for your ISP or dial-in server, and edit, save, and reuse settings. Or you can create your own service template.

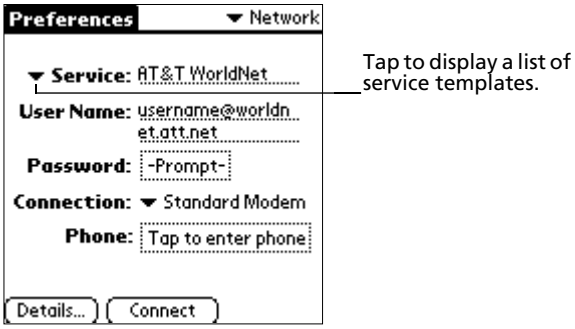


To set network preferences:

1 In the Network Preferences screen, tap the Service pick list.

2 Tap the predefined service template you want to use.

Service templates are a set of ISP and dial-in configuration settings that you can create, save and reuse.



3 Tap the User Name field. Only two lines appear onscreen, but the field can contain multiple lines of text.

The user name identifies the name you use when you log into your ISP or dial-in server.

4 Enter the user name that identifies you when logging in to your ISP or dial-in server. Do not enter spaces in your user name unless your dial-in server accepts them.

5 Choose whether to use a password when logging onto your ISP or dial-up service:

- To not be prompted for a password during log-on, tap the Password field. Enter your password and tap OK. “Assigned” appears in the field.
- To have your Acer s10 prompt you for the password during log-on, leave “Prompt” in the Password field and do not enter anything. You should choose this option if you’re concerned about security.

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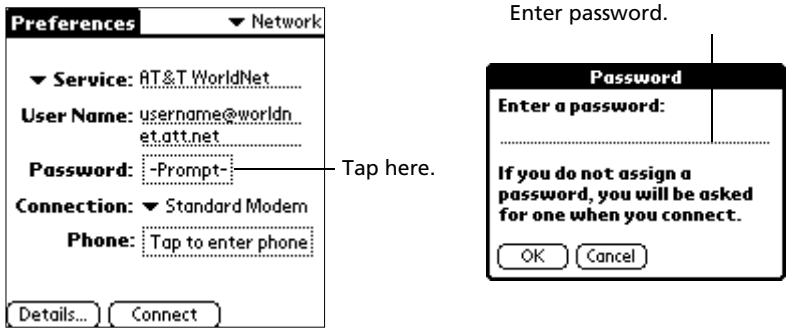
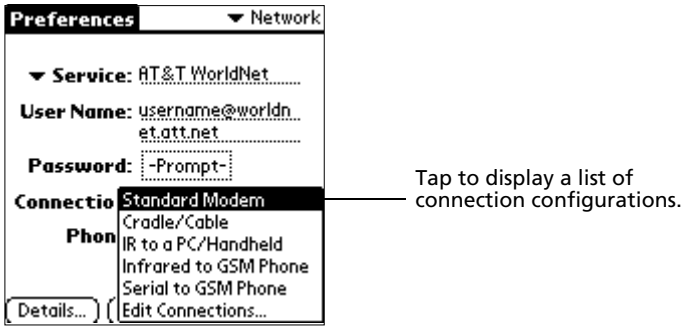


6 Tap the Connection pick list and select one.

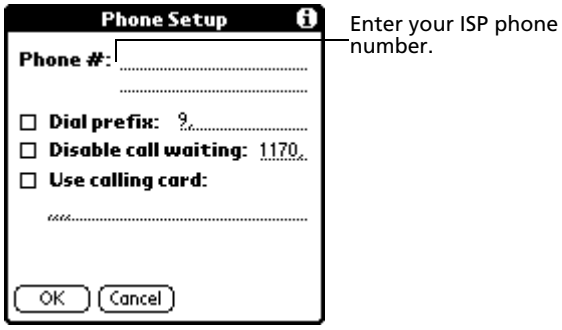
The list includes the configurations displayed in your Connection Preferences panel. Refer to "Connection preferences" on page 272.



7 Tap the Phone Number field to display the Phone Setup dialog box.

Use this setting to define the telephone number you use to connect with your ISP or dial-in server.

8 Enter the phone number you use to reach your ISP or dial-in server.



9 If you need to enter a prefix or disable Call Waiting, proceed to the next steps. Otherwise, tap OK.

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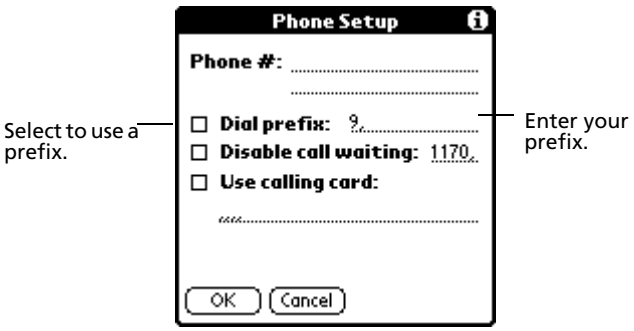
10 To enter a prefix before the telephone number to access an outside line, tap the Dial Prefix check box, and enter the prefix.

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial "9" to dial a number outside the building.



11 To turn off Call Waiting, tap the Disable call waiting check box to select it, and enter the code to turn off Call Waiting. (If you don't know the code, contact your local telephone company for the appropriate code.)

NOTE: Call Waiting can end your network session if you receive a call while you are connected.

12 To use a calling card to dial your ISP or dial-up service:

a. Tap the Use Calling Card check box.

b. On the Use Calling Card line, enter three commas. (Each comma delays transmission of your calling card number for two seconds, to compensate for the delay before the number is entered.)

c. Enter your calling card number.

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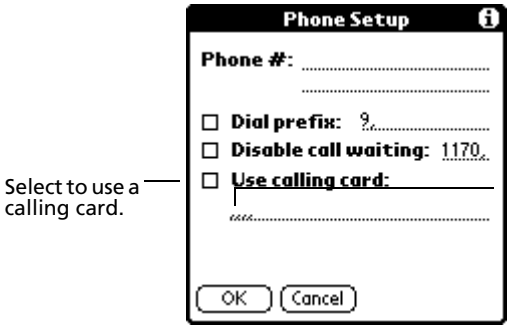

13 When you have finished setting up your phone number, tap OK.

Connecting to your ISP or dial-in service

Once you've set the Connection and Network preferences, you can easily connect to your ISP or dial-in server using PPP (Point-to-Point Protocol), SLIP (Serial Line Internet Protocol), or CSLIP (Compressed Serial Line Internet Protocol) protocols.

You can make the connection using either Network Preferences commands or a third-party application.

NOTE: TCP/IP provides the ability to connect to your ISP or dial-in server with third-party application, such as a Web browser or news reader, that lets you view the transmitted data.

To establish a connection:

- In the Network Preferences screen, tap Connect to dial the current service and display the Service Connection Progress messages.

TIP: To see expanded Service Connection Progress messages, press the lower half of the Scroll button during login.

To close a connection:

- Tap Disconnect to terminate the connection between your Acer s10 and your service.

Customizing service templates

You can create your own service templates from scratch or duplicate existing templates and edit the information.

If you use one of the predefined service templates, you probably only need to enter your user name and telephone number. If you create a new service template, you may have to provide additional information.

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To create a new service template:

1 Tap the Menu icon to display the menu bar.

2 Tap Service.

3 Tap New. A new service template (called Untitled) is added to the Service pick list.

To duplicate an existing service template:

1 In the Network Preferences screen, tap the Service pick list.

2 Tap the predefined service template you want to duplicate.

3 Tap the Menu icon.

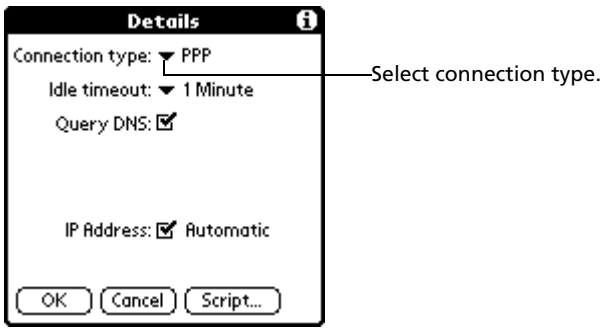
4 Tap Service.

5 Tap Duplicate. A copy of the service template is added to the Service pick list.

To edit a service template:

1 In the Network Preferences screen, select a service template.

2 Tap Details.



3 Tap the Connection Type pick list, and select a connection type:

PPP	Point-to-Point Protocol Select this type if you're unsure which you need. If PPP doesn't work, ask your ISP or your system administrator for the correct connection type.
SLIP	Serial Line Internet Protocol
CSLIP	Compressed Serial Line Internet Protocol

4 Tap the Idle Timeout pick list to specify how long will Acer s10 wait to drop your connection when you switch out of a TCP/IP application. Choices include:

1 minute	Your Acer s10 will wait for one minute for you to open another application before it drops the connection.
2 minutes	Waits for two minutes.

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3 minutes Waits for three minutes.

Never Your Acer s10 will keep the connection until you turn off the device (or until it times out).

5 Enter a DNS number following the instructions on " To specify a primary and secondary DNS number" on page 285.

6 Tap OK.

To delete a service template:

1 Tap the Service pick list.

2 Tap the service template you want to delete.

3 Tap the Menu icon .

4 Tap Service.

5 Tap Delete, then tap OK.

Entering DNS numbers and IP addresses

The Internet uses the Domain Naming System (DNS) to translate the names of host computers into IP addresses. A DNS number (or IP address) identifies a specific server that handles the translation services.

Each DNS or IP address is a series of four numbers, from 0 to 255, separated by periods.

Anyone who logs onto the Internet must have a unique identifier—an IP address. This IP address can be either temporary—assigned automatically each time you log on—or permanent.

Not all systems require that you enter a DNS number; check whether it is with your system administrator. If a DNS number is required but not entered, logging on to your network may appear successful. However, the connection will fail if you try to use an application or look up information.

If your system requires DNS numbers, ask your Internet Service Provider or system administrator what they are.

To specify a primary and secondary DNS number:

1 In the Network Preferences screen with a service template selected, tap Details.

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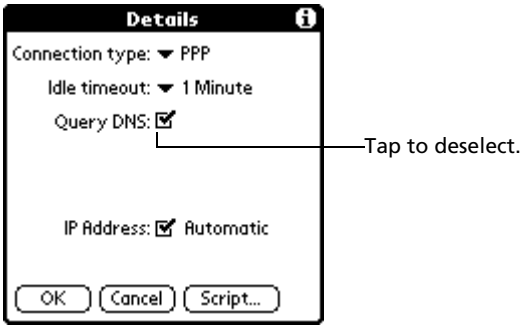
2 Tap the Query DNS check box to deselect it.



3 Choose one of the following options:

- If your system doesn't require a DNS or you're not sure whether it does, leave the DNS field blank.
- To enter the Primary DNS number:
  - Tap the space to the left of the first period in the Primary DNS field and enter the first section of the IP address using a number only, from 0 to 255.

4 Enter the second, third, and last sections of the Primary DNS field by repeating the procedures above.

5 Enter the Secondary DNS number using the same procedures as for entering the Primary DNS number.

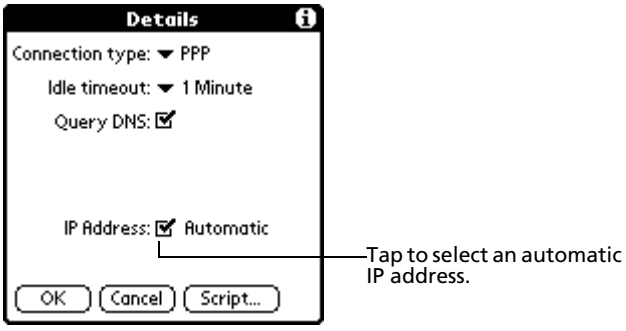
To specify the IP address:

NOTE: Check with your system administrator whether your IP address is automatically (temporarily), or permanently assigned, and if permanent, get the address.

1 In the Network Preferences screen, with a service template selected, tap Details.

2 Choose one of the following options:

- If your IP address is automatic and temporary, make sure that the IP Address check box is selected.



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- If your IP address is permanently assigned:
  - Tap the IP Address check box to deselect it.
  - In the permanent IP address field, tap the space to the left of the first period, and enter the first section of the IP address using a number only, from 0 to 255.

3 Enter the second, third, and last sections of the IP Address field by repeating the procedures above.

4 Tap OK.

Creating a login script

A login script is a series of commands that automates logging into a network server, for example, your office LAN or your ISP. A login script is asociated with a specific service template created in Network Preferences.

You can create login script files in two ways:

- Ina text editor on your computer, in which you create a file with an extension pnc. You can then install this file in your Acer s10 using the Install Tool.
- In the Login Script dialog box, accessed from the Details dialog box in Network Preferences.

NOTE: Some commands, such as Send, require additional information and have a parameter field to add the necessary data.

You can also use non-ASCII and literal characters in your login script. Refer to "Using non-ASCII characters in login scripts" on page 289.

To create a login script on your Acer s10:

1 With a service template selected in the Network Preferences screen, tap Details.

2 In the Details dialog box, tap Script.

3 In the Login Script screen, tap the End pick list.

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4 In the pick list, tap any of the following commands to select them, and then enter additional information if a field appears:

Wait For Instructs Acer s10 to wait for specific characters from the TCP/IP server before executing the next command

Wait for Prompt Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your Acer s10 . This command takes two arguments, separated by a vertical bar (|) on the input line.

Send Transmits specific characters to the TCP/IP server to which you are connecting.

Send CR Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.

Send User ID Transmits the User ID information entered in the User ID field of the Network Preferences screen.

Send Password Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one.

NOTE: The Password command is usually followed by a Send CR command.

Delay Instructs Acer s10 to wait a specific number of seconds before executing the next command in the login script.

Get IP Reads an IP address and uses it as the IP address for your Acer s10 . This command is used with SLIP connections.

Prompt Opens a dialog box and prompts you to enter text of some kind, for example, a password or a security code.

End Identifies the last line in the login script.

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5 Repeat steps 3 and 4 until you have completed the login script.

6 Tap OK.

7 Tap OK in the Details dialog box.

Using non-ASCII characters in login scripts

If you know how to write custom scripts with non-ASCII characters, you can incorporate the caret (^char) character, carriage returns and line feeds, and literal characters in your custom login scripts.

Caret (^ char)

Use the caret (^ char) character to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31.

For example, ^M is converted to a carriage return. If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing. Thus, the string "Joe^M" transmits Joe, followed by a carriage return.

Carriage return and line feed

You can include carriage return and line feed commands as part of the login script, when entered in the following format:

<cr> Sends or receives a carriage return

<lf> Sends or receives a line feed

For example, the string "wait for Joe<cr><lf>" waits to receive *Joe,* followed by a carriage return and line feed from the remote computer, before executing the next command in the script.

Literal characters

You can use the backslash (\ ) character to specify that the next character be transmitted as a literal character, and not be subject to any special processing ordinarily associated with that character. For example:

\^ Includes a caret as part of the string

\< Includes a < as part of the string

\\ Includes a backslash as part of the string

Plug-in applications

You can create a plug-in application containing script commands that extends the functionality of your Acer s10's built-in script command. A plug-in application is a standard prc application that you install on your Acer s10 just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

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Plug-in applications have the following characteristics:

- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports Palm OS software, such as Metrowerks CodeWarrior for Palm Platform

Troubleshooting TCP/IP connections

If you have problems connecting to a network using TCP/IP, you can display various information to troubleshoot the problem. These includes:

Expanded Service Connection Progress messages	Describes the current stage of login prrocedure. These messages are helpful in identifying at what point in the login procedure did the connection failed.
Network Log	Lists all the communication that occurs between your modem and dial-in server during the login procedure. This information can help your ISP or your system administrator identify where and why the login communication fails.

Also, check with your system administrator whether a DNS number is required. If a number is required but not entered, the connection may fail. Refer to "Entering DNS numbers and IP addresses" on page 285 for more information.

To expand the display of progress messages during login:

1 In the Network Preferences screen, tap Connect.

2 To see the expanded Service Connection Progress messages, press the lower half of the Scroll button during login.

Refer "Connecting to your ISP or dial-in service" on page 283 for more information.

To view the Network Log:

1 With the Network Preferences screen displayed, tap the Menu icon .

2 Tap Options.

3 Tap View Log.

4 Tap the Up and Down arrows of the scroll bar to see the entire Network Log.

5 Tap Done.

Network Preferences menus

The Network Preferences screen has a menu bar contaning commands that will help you create and edit service templates. The menus are shown here for your reference. Features that are not explained in this section are discussed elsewhere in this Manual.

Network Preferences has three menus: Service, Edit and Options.

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See "Using menus and menu commands" on page 18 for information on how to open and use menus.

Service menu

Edit menu

Options menu

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Owner preferences

The Owner Preferences screen let you record a name, company name, phone number, or any other information you want to include on your Acer s10 .

If you use the Security application to turn off and lock your Acer s10 with a password, information that you enter in the Owner Preferences screen appears the next time you turn on your handheld.

To change owner preferences on your Acer s10:

1 In the Owner Preferences screen, enter the text you want to associate with your Acer s10 . If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.

NOTE: If you have assigned a password to your device using the Security application, you must unlock the Owner Preferences screen to change the information on it.

To unlock the Owner Preferences screen:

1 Display the Owner Preferences screen.

2 Tap Unlock. The Unlock Message dialog box appears.

3 Enter your current password (the one you entered in the Security application).

4 Tap OK.

5 Edit the Owner Preferences text as desired.

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Phone preferences

Your Acer s10 can be connected to a GSM mobile phone to give you wireless access to email and the Internet. Depending on the type and model of your phone, your Acer s10 can communicate using the infrared port, or a cable. Here are a few guidelines:

- You must have digital services already activated on your phone.
- Your phoe must have a driver.
- Your phone must have an enabled infrared capability that complies with the IrDA standard, or you must purchase a cable designed for your phone model.

Communicating with your mobile phone

Once you have set up your wireless account, you are ready to set up connection to your GSM mobile phone. Your phone can then be used to connect to the Internet wirelessly, similar to a modem. In addition, you can manage the data on your mobile phone using your Acer s10 . These includes:

- Access and exchange phone book records between your Acer s10 and your mobile phone
- Use your Acer s10 to look up and dial numbers
- Check the status of your phone, signal strength, and battery level.

Setting up related Network preferences

You use the Network Preferences screen to record information about your internet service provider (ISP) which includes your login information and connection profile:

1. On the Network Preferences screen, tap the Connection pick list.
2. Select Infrared to GSM Phone or Serial to GSM Phone according to your connection setup.
3. Use information about your ISP to fill in the remainder of the screen, and the Details screen.

Setting up related Connection Preferences

You use the Connection Preferences screen to select your mobile phone, and the connection profile.

1. On the Connection Preferences screen, select Infrared to GSM Phone, or Serial to GSM Phone, according to your hardware setup.
2. Tap the Edit button.
3. Tap on the Connect to pick list, and select Phone.
4. In the Via pick list, select Infrared or Serial according to your hardware setup.
5. Tap on the Details button. The phone driver will automatically fill in the speed and initialization string, and you will probably not have to adjust these parameters.

NOTE: The initialization string is dependent on the carrier hardware, rather than the type of phone.

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6 Tap OK.

7 In the Confirmation screen, choose whether you want this configuration to be the default for your phone applications.

Setting up Phone preferences

Illustration suggestion (Delete this suggestion when completed): *related Phone pref screens*

Use the Phone Preferences screen to select the connection profile you configured in the Connection panel. These settings will be applied when you use Phonebook access and voice applications.

1 On the Phone Preferences screen, tap the Connection pick list.

2 Select Infrared to GSM Phone or Serial to GSM Phone, according to your hardware setup.

The details of you connection should already be set up, based on what you picked in the Connection pick list. However, you can edit this information from this pick list.

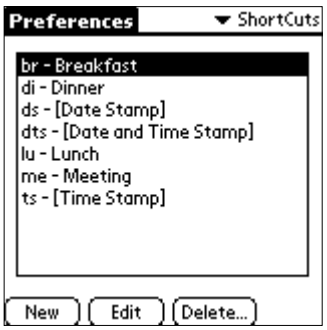
If no connection methods are available, then None is shown in the pick list. This means that no phone drivers exist on your Acer s10. In this case you must install the phone driver on your computer then HotSync it to your Acer s10 .

If your phone is enabled and connected, you can test the connection by tapping on the Test button. This initiates a simple query of the phone to make sure the connection is working and the correct phone is being used.

ShortCuts preferences

You can use the ShortCut preferences to create Graffiti ShortCuts of up to 45 characters. For example, you could create a ShortCut for your name or for the header of a memo. All ShortCuts you create appear on the list in the ShortCut Preferences screen and are available in any of your Acer s10 applications. This list is backed up on your computer when you perform a HotSync operation.

For more information on how to use ShortCuts, refer to "Using Graffiti ShortCuts" on page 29.



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To create a ShortCut:

1 In the the ShortCut Preferences screen, tap New to display the ShortCut Entry screen.

2 In the ShortCut Name line, enter the letter(s) you want to use to activate the ShortCut.

3 In the ShortCut Text line, enter the text that will appear when you write the ShortCut character(s).

You can add a space character after the last word in your ShortCut text, so that a space automatically follows the ShortCut text.

4 Tap OK.

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13 Frequently Asked Questions

If you encounter a problem with your Acer s10, do not call Technical Support until you have reviewed the following list of frequently asked questions, and you have also reviewed the following:

- The README file located in the folder where you installed the Palm Desktop software on your Windows computer
- The Helpnote folder located in the folder where you installed the Palm Desktop software on your Windows computer
- The Palm Desktop online Help
- The most recent Acer s10 help on your regional Acer web site

If you are still having problems, contact your local dealer or distributor. You may also access the Acer web site at http://www.acer.com/ for information on how and where to contact the service centers available in your area.

NOTE: Thousands of third-party add-on applications have been written for the Palm OS handhelds. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

Software installation problems

Problem	Solution
I cannot install the Palm Desktop software on my Windows computer.	Try the following: 1 Disable any virus scanning software on your computer. 2 Press Ctrl-Alt-Delete and end all tasks except Systray and Explorer. **NOTE:** If a dialog box with buttons appears instead of a list of tasks, click the Task List button and then end all tasks except Systray and Explorer. 3 Make sure your computer has at least 30 MB of disk space available. 4 Delete all temporary files. 5 Run ScanDisk on your computer. 6 Reinstall Palm Desktop software.

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Operating problems

Problem	Solution
I don't see anything on my Acer s10 screen.	Try each of these in turn: • Press an application button to ensure your Acer s10 is turned on. • Tap the Contrast icon ◐ on the upper-left corner of the Graffiti® writing area. On the Contrast dialog box, adjust the contrast by holding down the up scroll button for a few seconds. If this doesn't work, hold the down scroll button for a few seconds. • If your Acer s10 was exposed to cold, make sure it is at room temperature. • Recharge the unit. • Perform a soft reset. If your Acer s10 still doesn't turn on, perform a hard reset. See "Resetting your Acer s10" on page vi for instructions. **IMPORTANT:** WIth a hard reset, all records and entries stored in your Acer s10 are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronized with your computer during the next HotSync operation.
I get a warning message telling me memory in my Acer s10 is full.	• Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your Acer s10. See "Purging records" on page 56. You may need to perform a HotSync operation to recover the memory. Refer to "11 Exchanging and updating data using HotSync operations" on page 253. • Delete unused memos and records. If necessary, you can save these records. See "Deleting records" on page 55. • If you have installed additional applications on your Acer s10, remove them to recover memory. See "To remove an add-on application" on page 40.
My Acer s10 keeps turning itself off.	Your Acer s10 is designed to turn itself off after a period of inactivity. This period can be set at one, two, or three minutes. Check the Auto-off setting. See "Setting the Auto-off interval time" on page 278.
My Acer s10 is not making any sounds.	Check the System, Alarm and Game Sound settings. See "Setting the sounds and volumes" on page 278.
My Acer s10 LED indicator is not blinking when alarms occur.	Check the Alarm LED setting. See "Setting the LED settings" on page 279.
My Acer s10 has frozen.	Perform a soft reset. See "Performing a soft reset" on page vi.

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Tapping and writing problems

Problem	Solution
When I tap the buttons or screen icons, my Acer s10 activates the wrong feature.	Calibrate the screen. See "Digitizer preferences" on page 276.
When I tap the Menu icon, nothing happens.	Not all applications or screens have menus. Try changing to a different application.
I cannot get my Acer s10 to recognize my handwriting.	• For your Acer s10 to recognize handwriting input with the stylus, you need to use Graffiti writing. See "Entering data using Graffiti" on page 23. • Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen. • Write Graffiti strokes for letters in the left-hand side, and the strokes for numbers in the right-hand side of the Graffiti writing area. • Make sure that Graffiti is not shifted into extended or punctuation modes. See "Entering data using Graffiti" on page 23. • See "Graffiti tips" on page 31 for tips on increasing your accuracy when you write Graffiti characters.

Application problems

Problem	Solution
I tapped the Today button, but it does not show the correct date.	Your Acer s10 is not set to the current date. Make sure the Set Date box in the Date and Time Preferences screen displays the current date. See "Date & Time preferences" on page 275 for more information.
I know I entered some records, but they do not appear in the application.	• Check the Categories pick list (upper-right corner). Choose All to display all records for that application. • Check Security and confirm that Private Records is set to Show private records. • In To Do List, tap Show and see if Show Only Due Items is selected.

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Problem	Solution
I am having problems listing memos the way I want to see them.	• If you cannot manually arrange the order of the memos in the list screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual. • If you choose to view your memos alphabetically on Palm Desktop software and then perform a HotSync operation, the memos on your Acer s10 still appear in the order defined in the Memo Preferences setting. In other words, the sort settings you use with Palm Desktop software *are not* transferred to your Acer s10 .
I created an event in Date Book, but it doesn't appear in the Week View.	In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View to see the overlapping events.
I entered the euro symbol, but after a HotSync operation it doesn't appear in my Palm Desktop software.	You must have fonts that include the euro symbol on your computer. Check this web site for additional information: http://www.microsoft.com/windows/euro.asp/.

HotSync problems

Problem	Solution
I cannot do a HotSync operation; what should I check to make sure I am doing it correctly?	• Make sure the cradle/cable is connected securely. On a Windows computer, try these steps: • Check the Windows system tray to make sure the HotSync Manager is running (i.e., the HotSync Manager icon is visible in the bottom right corner of the Windows system tray). If it is not, open Palm Desktop software. • Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu. • If you are using the optional Serial sync cable , make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the Serial sync cable.
I did a HotSync operation, but one of my applications did not synchronize.	On a Windows computer, click the HotSync Manager icon and choose Custom. Check that the correct conduit is active.
I am using Microsoft Outlook as my PIM, but I cannot do a HotSync operation.	• Click the HotSync Manager icon and choose Custom. Check that the correct conduit is active. • Check that Intellisync Lite (conduit for Microsoft Outlook) is installed and properly configured. If it is not, use the Acer s10 Installation CD to install and configure Intellisync Lite in your computer. Refer to "Using your Acer s10 with another personal information manager" on page 14.

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Problem	Solution
I cannot launch the HotSync Manager.	• If you are using the optional Serial sync cable, or if you are performing a HotSync operation using a modem, make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box. • Backup the Palm Desktop software, uninstall it, then reinstall it.
I tried to do a local HotSync operation, but it did not complete successfully.	• Make sure your Acer s10 is properly seated in the cradle. • Check the connection between the cradle and the USB (or serial port, if you are using the optional Serial sync cable) on your computer. • Make sure the user name you selected in Palm Desktop software matches the user name assigned to your Acer s10 . • Make sure the date on your computer matches the date on your Acer s10 . • Read the HotSync Log for the user account for which you are peforming a HotSync operation. On a Windows computer, try each step in turn: • Make sure HotSync Manager is running. If it is running, close it, and restart it. • Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu. • If you are using a Serial sync cable, make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the Serial sync cable. • If you are using a Serial sync cable, try a lower baud rate setting on the Local tab in the Setup dialog. • If you are using a Serial sync cable, make sure you are not running a program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box.

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Problem	Solution
I tried to do a modem HotSync operation, but it did not complete successfully.	Check the following on your computer: • Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature. • Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line. • Make sure the modem you are using with your Acer s10 has an on-off switch. Your Acer s10 cannot “wake up” a modem that has an auto-off feature. • Make sure the modem is connected properly to your computer and is connected to the incoming phone line. On a Windows computer, check the following: • Make sure Modem is checked in the HotSync Manager menu. • Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom Setup String. Most modems have a Setup String that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection. • Confirm that the Speed setting in the Setup dialog box works for your modem. If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed. • Make sure you are not running another program, such as WinFax, CompuServe or America Online that uses the serial port you selected in the Setup dialog box. • Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)
I cannnot perform an IR HotSync operation.	• On a Windows computer, be sure the HotSync Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication. See "IR HotSync operations" on page 258 for details. • On your Acer s10 , be sure the HotSync application is set to Local, with the option IR to PC/Handheld. • Be sure the IR port of your Acer s10 is aligned directly opposite to, and within a few inches of, the infrared device of your computer. • IR HotSync operations do not work after you receive a low battery warning, check the battery power of your Acer s10 . Recharge the unit.
My Acer s10 seems to freeze when I place it near my computer.	Move your Acer s10 away from the computer’s infrared port.
When I press the HotSync button on the cradle, nothing happens on Palm Desktop software and my Acer s10 times out.	• Make a copy of your Palm folder. Uninstall, then reinstall Palm Destkop software. • Turn on your Acer s10 and tap the Applications icon . Tap the HotSync icon , then tap Local.

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Problem	Solution
When I perform a HotSync operation, my information does not transfer to Palm Desktop software.	• If you have performed a HotSync operation successfully, but you cannot find the data from your Acer s10 on Palm Desktop software, check to see you have the correct user name selected for viewing data. • On the Windows system tray, click the HotSync Manager icon and choose Custom. Check that all conduits are set to synchronize files.
My Acer s10 displays the message "Waiting for sender' when it's near my computer's infrared port.	• Your computer's infrared port may be set to search automatically for the presence of other infrared devices. Consult the documentation for your operating system for information about turning off this option. • In some cases, simply moving your Acer s10 away from the computer's infrared port solves the problem.
I want to synchronize my computer with more than one handheld.	If the computer running Palm Desktop software synchronized with more than one handheld, each handheld must have a unique name. Assign a user name to your Acer s10 the first time you perform a HotSync operation. See "Creating a user profile" on page 253. **IMPORTANT:** Please be aware that synchronizing more than one handheld with the same user name causes unpredictable results and, potentially, loss of information on your handheld.

Beaming problems

Problem	Solution
I cannot beam data to another Palm OS handheld.	• Confirm that your Acer s10 and the other Acer s10 handheld are between ten centimeters (approximately 4") and one meter (approximately 39") apart, and that the path between the two handhelds is clear of obstacles. Beaming distance to other Palm OS handhelds may be different. • Move your Acer s10 closer to the receiving handheld.
When someone beams data to my Acer s10 , I get a message, telling me it is out of memory.	• Your Acer s10 requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free. • Perform a soft reset. See "Performing a soft reset" on page vi for instructions.

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Recharging problems

Problem	Solution
When I place my Acer s10 in the cradle, the LED indicator does not go on.	• Confirm that your Acer s10 is well seated in the cradle. • Confirm that your AC adapter is properly connected to the back of the cradle's power jack. • Confirm that your AC adapter is plugged into an AC outlet that has power.

Password problems

Problem	Solution
I forgot the password, and my Acer s10 is not locked.	First, use the password hint to try and remember the password. If this does not help, or if you do not have a password hint, you can use Security to delete the password, but Acer s10 deletes all entries marked as private. However, if you perform a HotSync operation before you delete the password, the HotSync process backs up all entries, whether or not they are marked private. Then, you can follow these steps to restore your private entries: 1 Use the Palm Desktop software and the cradle or infrared communication to synchronize your data. 2 Tap Forgotten Password in Security to remove the password and delete all private records. 3 Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your Acer s10.
I forgot the password and my Acer s10 is locked.	First, use the password hint to try and remember the password. If this does not help, or if you do not have a password hint, you must perform a hard reset to continue using your Acer s10. See "Performing a hard reset" on page vii for instructions.

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Technical support

If, after reviewing the sources listed at the beginning of this appendix, you cannot solve your problem, contact us at http://www.acersupport.com/.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please be ready to provide the following information:

- The name and version of the operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of Acer s10 software you are using and available memory
- The product ID of your Acer s10 (the 12-digit number indicated on your handheld's rear panel)

Finding version and memory information

1. In Applications Launcher, tap the Menu icon to display the menu bar.
2. Tap App, then select Info.
3. Tap Version to see version numbers, and tap Size to see the amount of free memory in kilobytes.

NOTE: Thousands of third-party add-on applications have been written for the Palm OS handhelds. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher or that software*

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Appendix — Creating a custom Expense Report

This section explains how to modify exisitng Expense application templates and how to create your own custom expense report templates for use with the Expense application.

NOTE: This section assumes that you are familiar with Microsoft Excel or a similar spreadsheet application. If you are not familiar with Microsoft Excel, consult your company's Information Services department or another experienced user.

About mapping tables

Before creating or modifying an Expense template, it is important to understand the function of the Palm™ Desktop software Expense application. In simple terms, the Expense application is designed to move Expense data from your Acer s10 into a Microsoft Excel spreadsheet. Each Expense item stored in your Acer s10 represents a group of related data. You can associate the following data with an expense item:

- Category
- Date
- Expense type
- Amount
- Payment method
- Payment currency
- Vendor
- City
- Attendees
- Note

When you perform a HotSync operation between your Acer s10 and Palm Desktop software on your computer, the Expense data is stored on your computer (in a file named Expense.txt). When you open the Expense application in Palm Desktop software, an Excel macro starts, and populates an expense template with your data based on the rules specified in a spreadsheet file named Maptable.xls.

The Maptable.xls file is an editable spreadsheet that functions as a "mapping table." The function of the mapping table is to guide the Excel macro in extracting the Expense data. The mapping table tells the Excel macro how large the spreadhseet is and provides the data-cell layout of the Excel template used for the Expense Report.

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Customizing existing sample templates

Four sample Expense Report templates come with Palm Desktop software. These templates are stored in the Template folder (which is in the same folder as the Palm Desktop software application).

If the layout of one (or more) of these templates is appropriate for your reporting needs, you can easily customize the templates with your company name and other information.

To customize a sample Expense Report template

1 Make a backup copy of the contents of the Template folder.

Illustration suggestion (Delete this suggestion when completed): *Template folder window*

2 Double-click the name of the sample template you want to modify to open it in Microsoft Excel.

3 Make any changes that you want to the names (or other information) in the sample template.

IMPORTANT: *Do not* insert rows or columns in the sample template. Doing so changes the way your Expense data maps to the template and causes errors. If you want to move the cells to a different location or add or delete rows or columns, you have to make changes to the Maptable.xls file.

NOTE: You can insert your own company logo without changing the Maptable.xls file. If you change the file name, however, you need to make a corresponding change in the Maptable.xls file. You can also rename cells without changing the Maptable.xls file, provided that the Expense type corresponds to your Acer s10 data.

4 From the File menu, choose Save As.

5 Click the Save as type drop-down list and choose Template (*.xlt).

6 Navigate to the Template folder (in the Palm Desktop software directory).

NOTE:
If you *do not* need to change the Maptable.xls file, save the template file with its original file name (e.g., Sample2.xlt).
If you do need to change the Maptable.xls file, give your modified template a unique name. Be sure to use the .xlt file suffix, which defines the file as a Microsoft Excel template.

7 Click Save to save your modified template and make it available for future use.

NOTE: If you need to modify the Maptable.xls file, you must do this before you can use the modified template with your Expense data. To modify the Maptable.xls file for your new template, see "Programming the mapping table" on page 310. *Read all of the sections of this appendix before making changes to the Maptable.xls file.*

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Determining the layout of the Expense Report

This section describes the layout considerations for the Expense Report and explains the terms used for creating the report.

Labels

There are two kinds of labels that you need to define for your report:

- day/date
- expense

Each kind of label can be either be:

- Fixed. The label *always* appears as a header at the beginning of a row or column, or
- Variable. If a label is not Fixed, it is variable.

For example, a list table of expenses could have variable labels in the rows for day/date, and variable labels in the columns for expense type. In this case, neither day/date or expense type information would be "fixed" (as a header). Instead, the date and expense type information would be filled into the cells of the spreadsheet as appropriate.

Examples of both Fixed and Variable labels appear inthe sample expense templates.

Sections

A Section is an area of the report that has common formatting. It is common for an Expense report to have more than one Section. For example, a sample Expense Report named Sample3.xlt contains several Sections.

Illustration suggestion (Delete this suggestion when completed): Sample3.xlt *template*

Because your Expense data maps to row and column areas of your final report, different Sections require different definitions for the data mapping. To create additional Sections with different mapping, you create corresponding additional lines to the mapping table file named Maptable.xls. This procedure is explained later in this appendix.

If a section contains cells for prepaid (company paid) expenses, you need to create an additional line in the mapping table for "prepaid." This will count as an additional section in the mapping table. The only data that differs in the prepaid section (from the non-prepaid section) is the row/column numbers for the expense type.

Analyzing your custom Expense Report

If you already have a custom Excel expense report, you can use it with a modified mapping table. However, before you can create a Maptable.xls file that corresponds to your custom Expense Report, you must first analyze the characteristics of your report.

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Perform the following before you begin a custom mapping table:

- Print a copy of your custom expense report. Activate the Row and Column Headings option in the Sheet settings of the Page Setup command. This enables you to quickly determine the size of the Section(s), as well as the numbers for the start rows and columns.
- On the printed copy, identify the data Sections. A Section is an area of data with common row and column formatting. A highlighter marking pen can make it easy to see the Sections as you work with programming the mapping table. Your custom Expense Report can contain any number of Sections, and the same data can be repeated in any Section.
- On the printed copy, identify the type of Labels that apply to each Section. Each Section can have only one kind of Fixed or Variable label for rows. Likewise, each Section can have only one kind of Fixed or Variable Label for columns.
- Place a copy of your custom Expense Report in the Template folder (in the Palm Desktop software directory). Change the filename so it has the file extension .xlt (which defines it as a Microsoft Excel template). Make a note of the exact filename so it can be defined in the mapping table file.

Programming the mapping table

Once you have analyzed the components of your custom Expense Report, you can program the mapping table to fill the report with data from your Acer s10 .

To program a new custom mapping table:

1 Open a copy of the Maptable.xls file in Microsoft Excel.

NOTE: This file is located in the same folder as the Palm Desktop software application. Make a backup copy of this file before you make your modifications.

2 **Mapping a new template.** Scroll to where you find the name of the original template that you chose for your modifications. The name of the template will appear in column B of the Maptable.xls file, next to the cell highlighted in green that reads "Template Name:". If you did not modify an existing template, move to any table in the Maptable.xls file.

3 Select all the *rows* associated with template name. To select the rows, click and drag on the row numbers (left side), so they appear highlighted.

Illustration suggestion (Delete this suggestion when completed): *Excel template highlighted*

4 From the Edit menu, choose Copy.

5 Scroll down to a blank area of the Maptable.xls file (below the rows used for Sample4.xlt), and click on a row number to select a blank row.

6 From the Edit menu, choose Paste. A copy of the rows you selected in step 3 is pasted into the Maptable.xls file.

7 **Name the table.** In the cell immediately to the right of the cell entitled Template Name, enter the exact filename of your Expense Report template.

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8 **Define the number of Sections.** Each row in a table defines how your Acer s10 data will be placed in a Section of your custom Expense Report. Note that the prepaid portion of a section has its own row and counts as a separate section for map table purposes, *even though it is not a separate section in your template*.

You may add or delete rows as necessary so that the total number of rows corresponds to the number of Sections in your custom Expense Report. To clear all of the existing settings in a row, click to select the row and press Ctrl+Delete. Name each row to correspond to a Section of your custom Expense Report.

Illustration suggestion (Delete this suggestion when completed): *Excel template with four sections*

9 **Determine the Label settings.** The orientation of the data fields (Row, Column) appears in the yellow section of the table.

Illustration suggestion (Delete this suggestion when completed): *Excel template with Label settings*

Determine whether the **Rows** will contain expense or date information, and place an "x" in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one "x" in the Row section (columns 2-5).

Determine whether the **Columns** will contain expense or date information, and place an "x" in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one "x" in the Column section (columns 6-9).

10 **Define the dimensions of the Section.** The dimensions of the Section appear in the green columns (10-13).

Illustration suggestion (Delete this suggestion when completed): *Excel template Section dimension*

# of Rows	Represents the total number of rows in the Section, excluding any header or total rows. In other words, this includes only the number of rows in the section where your Acer s10 data will be placed.
# of Columns	Represents the total number of columns in the Section, excluding any header or total rows. In other words, this includes only the number of columns in the section where your Acer s10 data will be placed.
Start Row	Refers to the number of the first row of the Section that will be filled with data from your Acer s10 .
Start Column	Refers to the number of the first column of the Section that will be filled with data from your Acer s10.

11 **Define the Dates and Intervals.** The dates and intervals between dates appears in the light blue columns (14-17).

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Illustration suggestion (Delete this suggestion when completed): Dates and Intervals

In the **Date** cell, enter the row or column number where all the date information will be placed.

In the **Dates** cell, enter the number of blank columns (or rows) separating the date fields. If there are no blank columns (or rows) between date entries, leave this number set to zero.

In the **Start Day** cell, enter the day of the week that starts the expense reporting period. Enter a three-character abbreviation for the day (e.g., Sun, Mon, Tue).

In the **Day** cell, enter the row or column number where all the day information will be placed. If the dates are in a row, enter the row number. If the dates are in a column, enter the column number.

12 **Determine whether the Section is in list format.** This setting appears in the light purple columns (18-19).

Illustration suggestion (Delete this suggestion when completed): list format.

If the Section will present the data in a list format, enter the word "yes". Otherwise, enter the word "no".

Illustration suggestion (Delete this suggestion when completed):

Only if your section is in list format: In the Expense Type cell, enter the number of the row or column where the expense description will be placed. Expense amounts can be entered in several different columns or rows if required by your template. Expense type labels must all appear in the same column.

13 **Enter the row or column numbers for the expense types that appear in the Section.** These settings appear in the aqua columns (20-48).

Illustration suggestion (Delete this suggestion when completed):

For these settings, simply enter the row or column number for the expense types that you want to appear in the Section. Note that you can use a row or column number more than once. An example of this would be meals that encompass breakfast, lunch, dinner, and snacks. In the previous example, all expense items would be populated into row/column 4 of the custom Expense Report.

14 **Complete the table.** All of the remaining columns (49-57) in the table are used to define the column or row number that corresponds to the description.

15 **Mark a Section for prepaid expenses (yellow column).** If a row in the map table is for prepaid (company paid) expenses, type a "yes" in the cell on that Section's row. Type "no" in all the cells of this column that do not pertain to prepaid expenses.

16 Repeat steps 9 through 15 for each Section that you have defined for your custom Expense Report.

17 **Map Expense Report Options dialog (magenta section).** The Expense Report Options dialog has five fields where you can fill in data for the header on your

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expense report. Use this section to specify the row and column on your template where this information will be mapped.

Because header data is not related to any particular Section, you have to fill in only one row. If the item does not appear on your template, leave these cells blank.

Using applications other than Microsoft Excel

You can use applications other than Microsoft Excel (such as Lotus 1-2-3 or Quattro Pro) to open and manipulate the Expense data on your computer. The data file is named "Expense.txt," and is stored in the Expense folder, within the folder containing the Acer s10 user data.

Expense data in the Expense.txt file is in tab-delimited format.

Expense file details

The Expense.txt file contains four groups of data. It will be easier to see these four distinct groups of data if you open the file with a spreadsheet application.

Trips	Shows the number of Expense application categories, and lists each one followed by an "end" statement.
Currency	Shows how many currencies were used for the Expense data, and lists the countries that correspond to that currency.
Trip	Shows the number of expenses by category, and lists the expenses for each category.
Expenses	Shows the total number of expenses, and lists them chronologically.

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